

# **Curriculum Vitae**



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## **CAREER OBJECTIVE**

Taking challenges and responsibilities and living up to them has always been my motto and I wish to do the same after joining the organization by making the optimum use of my technical, communication, and organizational skills.

## **ACADEMIC QUALIFICATION**

Course	School / College	Board /University	Year	Grade
P.G.D.C.A.	K D Vihar Science College	Saurashtra University	JAN' 2013	Second
B.COM	M P Shah Commerce College	Saurashtra University	MAR' 2009	Pass
H.S.C.	J N V High School	Gujarat Secondary and Higher Secondary Education Board	MAR' 2004	Second

## **TECHNICAL SKILL**

- Certificate in Computer Concept (CCC) at Dr. BabaSaheb Ambedkar Open University with First Class
- Jetking Certified Hardware & Networking Professional with Grade A

## **Work Experience**

### **A. Tendering Executive – Royal Laminates From September-2020 to Present**

1. Working on Government E-Market portal
2. Find the appropriate tenders which company should offer in government
3. Quote and apply for tenders
4. After getting the tender do the corresponding with client for tender regarding query if any..

**B. Data Entry Operator - E-Datamine Company Pvt. Ltd. From April-2019 to June 2020**

1. Regularly check client provided websites and find the records and compare that record into company software that it is repeated or not
2. If new then make its entry into software
3. As data entry operator do daily entries in company's software and make a copy of it in Microsoft Excel as well as in Microsoft Word
4. In Microsoft Excel make entries for entered record and in Microsoft Word make entries of screenshots of entered record

**C. Office Assistance -Universal Erectors Pvt. Ltd. March-2017 to March-2019**

1. Mail ID Check
  - ✓ Forward mail from ID's to related person
  - ✓ Take print out of mail from above id's and give for sign of related person and then file it
2. Project Coordination Department
  - ✓ Print mail and stamp it and take sign of responsible person and filing it
  - ✓ Maintain DPR (Daily Progress Report) file each site to corresponding file
  - ✓ Make ready the entire project co-ordination file and DPR (Daily Progress Report) file list
3. HR Department
  - ✓ Scan PF and insurance policy
  - ✓ Resume entry in excel
  - ✓ Insurance remainder tells to CEO and takes his sign and send to HR for further process
4. Admin Department
  - ✓ Solve pc and printer regarding issue
  - ✓ Broadband net issue with coordinating
5. Company profile and website related
  - ✓ Send ready company profile for printing and collect
  - ✓ Update Company profile as per MD and/or CEO's guidance
  - ✓ Contact web admin for any updating of company website according to company profile

**D. Data Entry Operator - E-Datamine Company Pvt. Ltd. Jan-2016 to March-2017**

1. Regularly check client provided websites and find the records and compare that record into company software that it is repeated or not
2. If new then make its entry into software

3. As data entry operator do daily entries in company's software and make a copy of it in Microsoft Excel as well as in Microsoft Word
4. In Microsoft Excel make entries for entered record and in Microsoft Word make entries of screenshots of entered record

**E. Computer Operator - Chitra Publicity (OOH) Pvt. Ltd. Jan-2015 to Dec-2015**

1. As a computer operator I am working with a team, every team member have a different area for maintaining records in Microsoft Excel file
2. As a operator I have to coordinate with area operator and make up to date record of the area
3. If there is any new booking in area then inform the area operator and also update into Microsoft Excel file
4. Collect the photographs for newly booked order of poster

**Personal Details**

<b>Permanent Address</b>	"Kesharkunj" 15, Krishnapark, Near Nadoda Boarding 80 Feet Road, Suremdranagar -363001
<b>Date of Birth</b>	27th June, 1986
<b>Known Languages</b>	Gujarati, Hindi, English

**DECLARATION**

I hereby declare that the above mentioned information is true to the best of my knowledge.

Place:

Date:

Shirish Parghi

94264 21015

