

CURRICULUM VITAE

Name: Jay Chetanbhai Gajjar

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OBJECTIVE:

To contribute fruitfully in the growth of organization to excel self development by accepting new challenges and opportunities and to contribute my creativity and hard work towards the success of the organization.

EDUCATIONAL QUALIFICATION:

Qualification	School/ College	Board/ University	Year Of Passing	Percentage/ CGPA
M.S.W (H.R)	ILSASS	Sardar Patel University	2017-2018	1 st Sem-7.96 2 nd Sem-8.00
B. Com	H.A	Gujrat University	2017	6.11
H.S.C	Devaka vidhyapith	GSHSEB,	2014	75%
S.S.C	Saraswati vidhyalay	GSHSEB,	2012	77%

COMPUTER SKILLS:

- Have the basic computer knowledge.
- Office package: Microsoft Word , Microsoft PowerPoint , Microsoft Excel
- Operating System: Window XP, Window 7, Window 8 Etc

FIELDWORK TRAININGS:

- 1st Semester in MSW (HR) at Mogar Village
- 2nd Semester in MSW(HR) at NGO “Consumer protection Club” Nadiyad

SUMMER INTERNSHIP:

- HR Trainee at vadilaal industry Ltd.

SEMINARS & WORKSHOPS ATTENDED:

- One Day Seminar on “Social work HR & Emerging Challenges” National HR Convention Conducted by College in 2018

PERSONAL SKILLS:

- Quick learner.
- Good verbal and written communication skills.
- Ability to adjust with different kinds of people.

STRENGTHS:

- Self confidence
- Co-operative attitude
- Team managing quality
- Positive thinking

PERSONAL DETAILS:

- **Date of Birth:** 18th Feb 1996
- **Languages known:** English, Hindi, Gujarati
- **Hobbies:** Travelling, playing
- Address:** 3/A Prakash colony
Near isanpur cross road
Vatva road
Ahmedabad
382443

Jay Gajjar