

Purva Prajapati

+919727106809

purvapraajapati0449@gmail.com

As a teacher and Back-end working experience
in **Sharda vidhya Mandir**.

And Also An Assistant Manager in
VRAJANSH SMART SPACE LLP.
Employee skill and teacher skill.



Experiences

➤ Backend Office work :-

Sharda Vidhya Mandir, Ahmedabad.

- Back-end development is the skill that powers the web, maintain every details of students and handling online work.
- Gujarati, Hindi and English typing in Microsoft word, Excel And Power-point experience. (and also printing)

➤ Computer Teacher :-

Sharda Vidhya Mandir, Ahmedabad.

- 1 Year of successful experience into teaching diverse group of students with an extensive pool of knowledge.
- Proven track record in handling difficult situation and making students utilize and realize their full potential.

Known languages :-

- Gujarati
- Hindi
- English

❖ Career objective :-

- To continuously enhance my knowledge, skill and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

✚ Personal skill :-

- Accepting challenges
- Team spirit
- Hard working

○ Backend Office work :-

Vrajansh Smart Space LLP, Ahmedabad.

- Eight of Experience into Backend Work of Construction, RERA Certificate form Filling, Typing in Microsoft Word, Excel and Power Point To making Documents list and Letter. And also Printing and Scanning work.
- Co-ordinate with customer for Flat Information, Checking Bills of Sites expenses and Doing Payments. Handling the meeting of Customer with Director of Vrajansh Smart Space LLP.
- Doing Office work And Maintain DATA of sites, Checking Mail And co-ordinate with it. • As an assistant of Advocate working also.

○ Education :-

Bachelor of science (Ty) in Zoology

-Gujarat college
-Ahmedabad -Passing year 2020-21

H.S.C.

-Jivan sadhna vidhyalaya
-Ukai
-Passed Year-2017

S.S.C.


-Jivan sadhna vidhyalaya
-Ukai
-Passed year-2015

Strengths:- -

Writing skills

- Punctuality
- Microsoft office skills
- Flexibility - Organization

Certificates:-

 Certificate of Participation
(Start up planning & development)

- Certificate of ACHIEVEMENT
- Certificate of AMADEUS
- CCC certificate
- Certificate of Elementary - Certificate of Personality Development Workshop

Hobbies :-

- Travelling
- Reading
- Writing
- Learning New Thinks
- Photography
- Teaching-Motivate - Healthcare

○ **REFERENCE :-**

- | | |
|--|---|
| 1) Rajeshri Gajjar
No-9157203088
Principal
Sharda vidhya Mandir
Ahmedabad. | 3) Laxmanbhai Prajapati
No-9925997472
Teacher
Jivan sadhna vidhyalaya
Ukai. |
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| 2) Swagat Shah
No-8128822743
Manager
Vrajansh Smart Space LLP
Ahmedabad. |
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○ **Others information :-**

- Date of birth : 04.08.2000
- Gender : Female
- Nationality : Indian
- Status : Unmarried
- Weight : 48 kg - Other no- 6352753680

○ **Declaration :-**

I solemnly declare that all the above information is corrent to the best of my knowledge and belief.

Place : Ahmedabad

Date :

Regard : Purva Prajapati