

## **RESUME**

### **Jay Koshti**

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Govindwadi, Isanpur,Ahmadabad - 382443.



### **CARRIER OBJECTIVE**

- ❑ Seeking a challenging role to develop and best utilize my personal qualities in good professional environment by being in touch with the latest technologies for the benefit of organization.

### **WORK EXPERIENCE**

- Working as Typist since last 1 year.
- Typing Speed 40WPM

### **EDUCATIONAL QUALIFICATION**

<b><u>EXAMINATION</u></b>	<b><u>BOARD\UNIVERSITY</u></b>	<b><u>INSTITUTE/ SCHOOL</u></b>	<b><u>YEAR/PERCENTAGE</u></b>
B.B.A.	Gujarat University	L. J. Institute of Business Administration	2018/59%
H.S.C.	GSHSEB	Muktajivan Higher Secondary School	2015/64%
S.S.C.	GSHSEB	V. V. Patel High School	2013/65%

### **SKILLS**

- ❑ **Typing speed 40wpm certificate from GCC.**
- ❑ Basic Knowledge about: MS Office & Internet
- ❑ **CCC Certificate from BAOU.**
- ❑ **CCC Certificate from DOAACC.**

### **JOB RESPONSIBILITIES**

- ☐ Determination to achieve goal.
- ☐ Time management.
- ☐ Quick learner.
- ☐ Effectively manage the operations of Administration.

### **HOBBIES**

- ☐ Playing Chess.
- ☐ Swimming.
- ☐ Sports, Music & travelling.

### **PERSONAL DETAILS**

- ☐ Name : Jay Koshti
- ☐ Date of Birth : December 04,1997
- ☐ Marital Status : Unmarried
- ☐ Languages Known : Gujarati, Hindi, English
- ☐ Nationality : Indian

### **DECLARATION**

- ☐ I hereby declare that the information furnished above is true to the best of my knowledge.

**Yours Faithfully,**  
**Jay Koshti**