**CURRICULAM VITAE**

**PALAI DILIPKUMAR DEVRAJ**

**Permanent Address :**

**C/O – DEVRAJ K. PALAI**

K.P.T Colony Vadinar

Block B-2/15

Taluka - Khambhaliya

District – Devbhumi Dwarka

City - Jamnagar

State :-Gujarat -361010

Contact no- +91 74054 10331

E-mail: [**palaidilip1989@gmail.com**](mailto:palaidilip1989@gmail.com)

**Present Address :**

**C/O – DEVRAJ K. PALAI**

At:- Gunthuni Post:- Golabai

PS:- Jankia

District :– Khurda

State :- Odisha -752020

OBJECTIVE

I would cherish a demanding position that provides good career growth, personality development where performance is rewarded with new responsibilities, and where team work is the accepted norm, putting in the best to the maximum benefit of the organization.

ACADEMIC QUALIFICATION

|  |  |  |
| --- | --- | --- |
| COURSE | INSTITUTE/UNIVERSITY | Year of PASSING |
| B.P.ED | SaurashtraUniversity | March 2012-13 |
| B.A | SaurashtraUniversity | March 2011-12 |
| 12th | GSHSEB | March 2008-09 |
| 10th | GSHSEB | March 2006-07 |

PERSONAL SKILLS

1. Dedication towards work.
2. Adapting to the situations.
3. Shows initiative and supportive leadership qualities, honest, reliable, disciplined and trustworthy.
4. Self – motivated and a quick learner.
5. I am quietly forceful, original and sensitive.

PREVIOUS JOB EXPERIENCE

(1).Currently working at ****Maa Bhagwati Enterprises**** as ****Production Incharge****

My father is owner of this business. I am looking after this in his absence as he is a Central Govt Employee.

Job Achievement : We grow 1000 Quintals of rice in 2 seasons and 10 Quintals of Cashew nuts. Apart from this we grow few rare Spiny Gourd or Spiky Indian Gourd, Pointed Gourd, Elephant Yam, Colocasia.....

(2). Working with GirnarSoft Pvt. Ltd, Jaipur on the portal Cardekho.com as a Car Consultant.

Job Achievement : Working on different KRA`s set for us on Daily basis.

Attending 150 or more calls daily.

Arranging Customers Test Drive.

Suggesting the best product to my Customers.

Coordination between Dealership and Customer with regular followup.

Achieving daily targets.

(3).Training Officer in SISA Security Group India (P). Ltd, Surat[ Gujarat ].

Job Achievement : Carrying out OJT for security guards of SISA at all the small and big units and branches of SISA throughout all the states.

Incharge of Vocational Training Programme carried out by Govt of India for security guards of SISA.

Client Calling, Reassurance of the task to be carried out, and Convincing the clients on behalf of the office.

Carrying out field and recruitment work.

Incharge of different events assigned to our Company.

Routine and Surprise night checkings of on duty Security Commandos, Security Reserve Guards and Security Guards

(4).C.S.R at Domino`s Pizza, Rajkot [ Gujarat ].

Job Achievement :Daily sale of Rs50,000 to 60,000 by me as a part timer in my daily working routine of 5 hours.

Placing customers telephonic order, pick up order, dine in& online order.

Achieving the daily targets given to me.

(5).Worked as a PA of a Singaporean Engineer at Bharat Oman Refineries Ltd at Off-Shore Oil Terminals, Vadinar. Jamnagar [ Gujarat ].

TECHNICAL EXPERTISE

* MS Office
* MS Word
* MS Excel
* MS Powerpoint
* Internet

Recently pursuing out with Diploma in Fire & Safety from National Fire Academy, Jamnagar.

EXTRA & CO-CURRICULAR ACTIVITIES

* Officers Training, Personality Development and Orientation Programme at Indian Military Academy, Dehradun in 2009
* Officers Training & SSB Awareness Programme at Officers Training Academy, Kamptee in 2012
* Escorting Chief Guest of Commonwealth Games, President, Vice-President, Governor, Prime Minister, Defence Minister, Other Ministers, Chief of Army Staff, Chief of Air Staff, Chief of Naval Staff, VVIP`s, VIP`s, Foreign Deligates and Other Distinguised Guests and maintaining discipline, safety & security at Commonwealth Games Ground at Delhi in 2010
* Participated in All India ThalSainik Camp at Delhi in 2010
* Escorting & Piloting of Chief of Army Staff in AITSC Camp at Delhi in 2010
* Escorting & Piloting of Directorate General of NCC in AITSC Camp at Delhi in 2010
* Participated in All India Motorcycle Expedition Camp in 2009
* Attachment & Training Programme with 22 MARATHI LI, 9 GORKHA, 10 MADRAS and Army Air Defence Artillery for 2 weeks at 56 APO Infantry Brigade Headquarters, at Jamnagar [ Gujarat ] in 2009
* Attachment & Training Programme on Basic Para Commando Training course for 45 days with Parachute Regiment, at Parachute Regimental Centre & Paratrooper school, Para-Commandos & All India Special forces Hub at Agra in 2010
* Member of National Civil Defence, associated with Gujarat – State, Unit – Jamnagar
* Having obtained training on Fire-Fighting, First-Aid, Emergency Response to Road Traffic Accident (ERRTA 1), First-Aid, Emergency Response to Rail Traffic Accident (ERRTA 2), First-Aid, Emergency Response to Air Traffic Accident (ERATA), Advance Search & Rescue Operations (ASRO), Advance Life Support (ALS), Basic Life Support (BLS), Basic Bomb Disposal & Response Service (BBDRS), Civil Defence& War Management (CDWM), Emergency Evacuation at National Civil Defence College, Nagpur in 2009
* Marathon runner at International Level and India Level
* Participated in International Seminar on Physical Education at Banaras Hindu University in 2013
* Achieved [ B ] grade in NCC – B Certificate
* Achieved [ A ] grade in NCC – C Certificate

HOBBY

* Painting
* Listen to music
* Sports & Adventure Sports

PERSONAL PROFILE

**Name : DILIP DEVRAJ PALAI**

**Father Name : DEVRAJ KASHINATH PALAI**

**D.O.B : 25-08-1989**

**Languages : English, Hindi, Gujarati, Odiya**

**Gender : Male**

**Marital Status : Single**

**Religion : Hindu, Kshatriya**

**Nationality : Indian**

**DECLARATION**

I Dilip D. Palai hereby declare that above information is true and authentic in every aspect.

**DATE:**

**PLACE: ( DILIP D. PALAI )**