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| **JAYVARDHAN MALVIYA**Contact No: +918504884748, 9358145796 E-mail: jaymalviya644@gmail.com |  |

CAREER OBJECTIVE

To obtain a responsible career in life where I could optimally utilized my education qualification as well as gained professional experience for making significant contribution in a progressive and dynamic organization.

PROFESSIONAL SYNOPSIS

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| **Qualification** | **Institute** | **Year of passing** |
| MSC(IT) | Pacific University, Udaipur | 2015 |

ACADEMIC DETAIL

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| **Qualification** | **University/Board** | **Year of passing** |
| Bsc(IT) | MDSU Ajmer | 2012 |
| 12th | Rajasthan Ajmer Board | 2009 |
| 10th | Rajasthan Ajmer Board | 2007 |

PROFESSIONAL SKILLS

* Accurate: Careful, precise, free from error.
* Good communication and presentation skills.
* Team work, enthusiast and dynamic, loyal, honest & responsible.

TECHNICAL EXPERTISE

* Knowledge Of Social Media Marketing / E-mail Marketing
* Tools: Dreamweaver, CorelDraw, Photoshop

SOFT SKILL

* Hands-on with MS Office (MS-Word, MS-Excel and MS-Power Point)
* Knowledge of Internet & E-Mail Operation.

KEY STRENGTH

* Quick Learner with Positive Attitude

**WORK EXPERIENCE**

* Seven month work knowledge as a Data Entry & Email Operator (Collecting data from email and arrange in Ms Excel, Cold Calling with Clients) at MOON SOFT technology Pvt Ltd Sumerpur, Pali.
* Two Year work experience as Business Development Executive (Email marketing, Bidding Platform, Article Posting, Word press Back-end handling, Catalogue Designing) at ETECHDIARY Pvt Ltd, Jodhpur.(July 17 to June 19)­
* One Year & Six Month Work Experience As Associate Content Writer at Brainvire InfoTech Ahmedabad (August 2020 To March 2022)

PERSONAL DETAILS

* Father Name - KANTILAL MALVIYA
* Date of Birth - 11thAUG. 1993
* Marital Status - Married
* Language - English & Hindi
* Permanent Address - Madhuban Colony, In front Of Power House

Sumerpur, Dist. Pali, PIN-306902

* Current Address - Sumerpur, Pali, Rajasthan