RESUME



PASSPORT

SIZE

PHOTO

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# CAREER OBJECTIVES: -

To work in a creative and challenging team environment where my formal education, technical & communication

Skills, ability to work and deal with people, my understanding of functionality in the areas of interests will always be utilized. To be a team member of the organization where I can prove my qualification and experience in excelling my performance in any field at all levels.

# PROFESSIONAL EXPERIECE: -

* **COMPANY NAME : 9 Gujarat Naval Unit NCC Navsari.**
* **DESIGNATION :** Jr. Clerk Come Data Entry Operator
* **DURATION :** since April 2017 to till today
* **JOB PROFILE :** Admin Work & A/c & Enrollment for School & College etc.
* **COMPANY NAME : Compuserve Systems pvt ltd.**
* **DESIGNATION :** Back & Office come Admin
* **DURATION :** since June 2015 to Feb 2017
* **JOB PROFILE :** Admin Work & Closing Party Payments and sales reports etc.
* **COMPANY NAME : Accessories Shop**
* **DESIGNATION :** Back & Office come Admin HR
* **DURATION :** since December 2014 to till June 2015
* **JOB PROFILE :** Admin Work & Closing Party Payments and sales reports etc.
* **COMPANY NAME : ACT GUJ PVT LTD.**
* **DESIGNATION :** Computer Software Trainer
* **DURATION :** since August 2011 to December 2014
* **JOB PROFILE :** Traing for system and software & problem solution

Hardware & software

* **COMPANY NAME : SHELL TRANSOURCE PVT LTD.**
* **DESIGNATION :** MIS Operator
* **DURATION :** Since December 2007 till May 2010**.**
* **JOB PROFILE :** caf checking, entry in data & forward mis.managment daily

Report ,weekly report and monthy report.

* **COMPANY NAME : AEGIS BPO: PROCESS FOR ANANDRATHI**
* **DESIGNATION :** Customer Care Executive
* **DURATION :** Since July 2006 to October 2007
* **JOB PROFILE :** Handling customers problems solution and given

Information, tele sales & marketing finance product.

## EDUCATION QUALIFICATION

## GRADUATE DEGREE : (1) S.I. FROM A.I.I.L.S.G. GUJARAT IN AHMEDABAD

**CENTER (2012)**

## (2) BECHELOR OF ARTS (PHYCOLOGY/GUJARATI)

**FROM GUJARAT UNIVERSITY (2006)**

**COMPUTER LITERACY** : **DIPLOMA COMPUTER APPLICATION & PROGRAMAR**

**FROM F-TEC EDUCATION CENTER AT DELHI (2006)**

## PERSONAL DETAILS

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* **DATE OF BIRTH : JULY 09, 1985**
* **GENDER / MARITAL STATUS : MALE/ MARRIED**
* **LANGUAGES KNOWN : HINDI, GUJARATI, AND ENGLISH.**
* **HOBBIES : TRAVELING, CRICKET.**
* **REFERENCE : WILL BE PROVIDING ON REQUEST.**

**Working forward to a bright professional carrier where I can scale new heights of success in area of promotion and my continued professional would be encouraged.**

**I here by declare that all information given by me true to the best of my knowledge and belief.**

**Yours truly,**

**(KAUSHAL K. JADAV)**

**(09998804312)**