RESUME

Priyank J. Kaklottar

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# OBJECTIVE

To work with leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization’s growth and goal, as well as to attain my professional goal.

**ACADEMIC QUALIFICATIONS:**

* Diploma (I.T) from R.c.Technical College (Gujarat Technological University), Ahmedabad, 2011-2015 (INCOMPLET)
* Secondary from Saraswati Vidhya Mandir (G.S.E.B Board), Ahmedabad- 2011 (10th pass 75%)

## COMPUTER PROFICIENCY:

* Working knowledge of Windows and Internet. And familiar with MS-Word/MS-Excel

## PROFESSIONAL EXPERIENCE:

* Last Six Month Data Entry Work , Universal Group Of Company , Makarba (S.g.Highway).

## SKILLS:

* Good Communication Skills.
* Easily negotiate with other people.
* Can work effectively in team, as well as individually.
* Have good inter-personal skills.

**PERSONAL INFORMATION:**

**Father’s Name:** Janakbhai Premjibhai Kaklottar

**Marital Status:** Unmarried

**Sex:**  Male

**Date of Birth:** 17th August, 1996

**Language Known:** English & Hindi , Gujarati

**Nationality:**  Indian

**Strength:**  Hardworking, Punctuality, Good listener

**Hobbies:**  Internet Surfing, Reading Newspaper, Playing Cricket, Listening Song etc.

**DECLARATION:**

I Hereby inform you that all the statement made above are true the best of my knowledge and belief.

**(Priyank Kaklottar)**