

RESUME

Name : Rajput Amarsingh Bhavarsingh
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Ahmedabad 380050 .
Contact No . : (M) 7600663985, 8094069345
E-Mail : amarrajput498@gmail.com
Date of Birth : 11th September, 1987
Sex : Male
Marital Status . : Married
Nationality : Indian
Language Known : Hindi, English, Gujarati
Hobby : Listening Music, Travelling & Drawing

➤ **EDUCATIONAL QUALIFICATION** : -

- ❖ I have Completed **SSC 10TH** With **68 %** From **G .S .E .B .**
- ❖ I have Completed **HSC 12TH** With **65 %** From **G .H .S .E .B .**
- ❖ I have Completed **B .COM** With **45 %** From **GUJARAT UNIVERSITY .**

➤ **EXTRA QUALIFICATION** : -

- ❖ I have Completed the Certificate Course of **COMPUTER BASIC .** (Ms Word, MsExcel, Power Point, Internet) Obtained A- Grade . From **HI -TECH COMPUTERS .**
- ❖ I have Completed **TALLY - 9 ERP** Obtained A+ Grade . From **C -DAC .**

➤ **OTHER WORK EXPERIENCE** :

- I have 1 Year Job as a Computer Data Entry Operator with **Zenith Info media .**
- I have 8 Months worked as a Computer Operator in **Version 4 Management Group .**
- I have 6 Months Job as a Computer Data Entry Operator in **Krishna InfoTech .**
- I have Worked as a Computer Operator With **OMCPL .** (6 Years 6 Months .).

I have Worked as a Office Assistant cum Computer Operator . Purchase related work and Store related work . Other relevant data in Excel Microsoft Office . To assist the Manager as per his guiding line .

I Would Like To Have An Opportunity To Work Under Your Guideline To Prove My Abilities .

Date : __/ __/2021 .

Place : Ahmadabad .

Yours Faith .fully,
(Amarsingh B .Rajput)