

Dwij H. Jani

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Address: Block no. 3, Street no. 9, Indraprastha 2 township, Ratanpar, Surendranagar - 363020

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To secure a position to utilize my skills and abilities in industry that offers professional growth while being resourceful, innovative and flexible.

EXPERIENCE

Reliance Jio Mart

21-August-2022 To 09-October-2022

CSO-Customer Service Officer

selling product to merchants wholesale and retailer

S.K.P Bearing Industries

04-August-2020 To 12-October-2021

HR Assistance Cum Clerk

- 1. - Maintaining records in excel sheet.
- Maintaining employees joining details and records in excel sheet.
- To check and wait product's(coil) size and diameter.
- Unloading products at specified place.
- Maintaining product details in book.

Bank verification executive

June 2019 - June 2020

- 1. - One year worked as a loan verification executive in a contract based company.

EDUCATION

Course	Year of Passing	Institute	Board/Uni.	Percentage
S.S.C.	2012	Shree C.P. Oza Boys Highschool	G.S.E.B.	35%
H.S.C.	2014	Shree N.T.M Boys Highschool	G.H.S.E.B.	53.85%
B.A.	2017	External	Saurashtra University	56.59%

INTERPERSONAL SKILLS

- Ability to adjust with environment
- Good communication skills
- Problem solving ability

CERTIFICATIONS

- Certificate of Zalawad Cricket coaching camp.
- Certificate of basic computer course from I.T.I.
- Govt. approved certificate of C.C.C.(Course on computer concept).
- Certificate of John Ambulance Indian Red Cross society.

HOBBIES

- Travelling

PERSONAL INFORMATION

Name	Jani Dwij Harshadrai
Date of birth	11th September 1995
Gender	Male
Nationality	Indian

Languages Known	English, Hindi, Gujarati
Marital Status	Married