

Resume

NAME : AJAYKUMAR NARENDRASINH VAGHELA

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GENERAL PROFILE

NAME : Ajaykumar Narendrasinh Vaghela

DATE OF BIRTH : 07/12/1992

AGE : 29

GENDER : Male

MARITAL STATUS : Married

NATIONALITY : Indian

LANGUAGES KNOWN : Gujarati, Hindi , English

CAREER OBJECTIVE

I seeking work with your organization where I can utilize my skill and knowledge for achieving goal of organization and my personal growth.

COMPUTER SKILL

- **Microsoft Excel**

- Capturing and recording important data.
- Using shortcuts and formula functions.
- Building charts and graphs.
- Sorting and filtering data.
- Utilizing pivot tables.
- Detail each **Excel skill** you possess.
- List experience with **Excel** using clear examples.

- **Microsoft Word**

- Creating spreadsheet.
- Creating tables.
- Creating pivot tables.
- Running and creating macros.
- **Data analysis.**
- Data visualization.
- Validating data.
- Creating documents.

EDUCATION QUALIFICATION

SR.NO	EXAM	BOARD/UNIVERSITY	YEAR OF PASSING	Class/ Grade
1	B.Com	Sardar Patel University	2012	-
2	C.C.C	Information Technology Center (ITC)	2010	First class
3	Hotel Management	DIMS Institute Of Hotel Management	2011	B Grade
4	H.S.C	GHSEB	2010	First Class

PERSONAL SKILL

- Hard working
- Honest person
- Quick Learner

WORK EXPERIENCE

- As a booking clark at R & S Cinemax .
- As a Team Leader Of side Counter at Inox Multiplex .
- As a Purchase Executive at Acron solution Amazon .

HOBBIES

- Playing Basketball
- Traveling

Ajay Vaghela
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