

CURRICULAM VITAE

PANCHAL DIPAL

Present Address : 28,Gokul Nager Society,
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Chandlodia,
Ahmadabad – 380051.
Gujarat, India.

Permanent Address: same as present address

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CAREER OBJECTIVE: -

Seeking a position in a company where acquired experience and knowledge can be utilized properly. Looking for a position in a company where there is enough scope to contribute in the development. Seeking a job that can provide ample scope to face new challenges.

EDUCATION DETAILS: -

EDUCATION

DEGREE	BOARD / UNI.	PASSING YEAR	PERCENTAGE
SSC	GSEB	2008	68.00%
HSC	GSHSEB	2010	82.00%
B.Sc IT	Guj. Uni.	2013	56.00%
M.Sc IT	Guj.Uni.	2015	48.00%

COMPUTER SKILL

1	MS Office
2	Good Knowledge of ASP .net, HTML, CSS, Word press

Projects	3 rd year	Digital Medical Report
	4 th year	E-Learning
	5 th year	Employee Leave Management
Interest: - Web Designing , All type of Computer Works		

WORK EXPERIENCE: -

- 5 months of Work Experience as a web Designer in Netriek Solution.
- 1 yr experience in school as an Admin cum computer operator.
- 15 months experience as MIS at Sify technologies Pvt Ltd.

Job Profile: -

Netriek solution:

- Work with PHP, HTML, CSS, Java script,wrodress.

IDP school:

- I can type in Gujarati, Hindi And English
- Handling front desk operations
- Maintaining register for incoming and outgoing letter
- Attending visitors in respectfully
- Attending inquires
- Keep on watch on attendance
- Performs general administrative duties and all reception work
- Smooth and efficient in running a front desk
- Accountable for appointments and scheduling they specified, as well as reminding people of these appointments.
- To conduct all the programmes and smart classes.
- To look for the admissions and counsel them positively.
- Can handle any type of computer work.
- Working in Vidhyalaya software.
- Fill online examination form for std:10 to 12

Sify Technologies:

- Handle Billing process for Gujarat region.
- Employee claims processing.
- Stock management.
- Weekly Report making and verify other regions reports.

