CURRICULAM VITAE

PANCHAL DIPAL

Present Address: 28,Gokul Nager Society,

Nr,vanraj Flat,

Chandlodia,

Ahmadabad - 380051.

Gujarat, India.

Permanent Address: same as present address

E-mail: - dipalpanchal02@gmail.com

Mobile No.: 81284 83827 / 9662240904 / 8200828026

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.

PERSONAL DETAILS: -		
Name	Panchal Dipal Himatbhai	
Gender	Female	
Date of Birth	13th June 1993	
Marital Status	Unmarried	
Languages Known	English, Hindi & Gujarati	
Hobbies	Reading ,Writing & Listening Music	

LEISURE ACTIVITIES: -

Listening music & traveling to different places & doing things differently with respect to Computer.

DECLARATION-:-

I hereby declare that the above-mentioned information is true and to the best of my knowledge. If given a chance to work in your organization, I would put the best of myself towards the growth of the company.

Thank you