

R E S U M E

1. Name : PRAJAPATI JITENDRA DASRATHBHAI
2. Address : Sector No.4/51, Akhbarnagar Vadaj Road,
Nirnaynagar, Ahmedabad - 38 24 81.
Mobile No. 90165 49752
email : pjitendra16@gmail.com
3. Date of Birth : 04-01-1973
4. Education Qualification : 12th Std. (H.S.C.) passed in the year 1992.
5. Computer knowledge : 1) M S office : word / excel
2) D.T.P. page maker, data entry in Gujarati & English with good accuracy speed.
6. Experience : (1) IN THE PAST : from 2004 to 2007 I was working experience with Advocates/Solicitor firm as a computer operator.
There I was prepared Declaration of land with all mutated entries from 1951 and verified the same with mentioned details of govt. order, legal hereditary, sale deed etc. and independently drafting of Sale Deed & other revenue related documents
AND also knowledge of registration of documents with Sub-Registrar offices.
AND also able to understand of TITLE verification.
AND also able to correspondence/application on subject matter to Sub-Registrar offices, Mamlatdar, Court & other revenue authorities.
- (2) AT PRESENT : since 2008 to till date I am working with one of the leading real estate company. As a Legal / Revenue Assistant and computer operator Gujarati & English Typist. AND in the evening part time with the Advocates.
- 1) to prepare sale deed in (Gujarati & English) as per format of various scheme of company & registered with the concerned Sub-Registrar offices.
- 2) also prepare other documents in connection with purchase/sale of land like Banachitthi, Banakhat, Power of Attorney, Affidavit & other application required for premium Agriculture land New + Old tenure and N.A. land.
- 3) 7/12 verification from the year 1951 with all village mutated entry And other revenue related liaison work with Talati, Mamlatdar, Collector, AMC / AUDA/ GUDA and other relevant offices.
- 4) knowledge of recent govt. online GARVI appointment of Sale Deed etc. registration formalities.
7. Present Salary/Monthly earnings : Rs.35,000/- p.m.
8. Expected Salary :

(Jitendra D. Prajapati)