

KAUSHAL JADAV



About Me



13 Years 10months experience

+91-8401678681,9998804312

July 09, 1985

kaushaljadav97@gmail.com

Ahmedabad, Gujarat

CAREER OBJECTIVES: -

To work in a creative and challenging team environment where my formal education, technical & communication Skills, ability to work and deal with people, my understanding of functionality in the areas of interests will always be utilized. To be a team member of the organization where I can prove my qualification and experience in excelling my performance in any field at all levels.

Education

Diploma Sanitary Inspector

Health Sanitary Inspector

A.I. I. L. S. G. Board

Ahmedabad Gujarat

Graduated, Dec 2012

Marks 52.15%

Second class

Diploma Computer Application Programming

Computer software and Programming

F-Tech Education Center Board

New Delhi

Graduated, Oct 2006

Marks 55.15%

Second class

Bachelor of Arts

HUMAN PSYCHOLOGY

Gujarat University Board

Ahmedabad Gujarat

Graduated, March 2006

Marks 54.22%

Second class

10+2

GHSE Board

Ahmedabad, Gujarat

March 2003

Marks 57.17%

Division 2

Professional Qualifications

Computer Operator cum Programming Assistant, Field Investigation for Patients and MIS Reporting Data Analysis Ahmedabad Gujarat

Patients care, Medicine Reports in computer for data & Computer Hardwar, o.s. etc

Work Experience

Dec 2018 to till today -Current

Admin Work & MIS Reporting All Hospitals and UHC/PHC etc

District Health Society Of Leprosy

Civil Hospital Ahmedabad

- All UHC & PHC Medical college visit and Leprosy Medicine inward & Issues data check & update.
- Patient follow up home visit and Data Stored.

April 2017 to Nov 2018

Jr. Clerk Come Data Entry Operator

9 Gujarat Naval Unit NCC Navsari Civil Hospital

Navsari Gujarat

- Computer Operating Systems Operating and Supporting Hardware.
- Account related works and College Enrollment for NCC & government budget related works.
- Students NCC Certificate for data Programming Supporting and Data Stored secured.

June 2015 to Feb 2017

Back & Office come Admin

CompuServe Systems pvt ltd

Ahmedabad Gujarat.

- Computer Operating Systems and Management for Data and Files, MIS Reporting.
- Admin Work & Closing Party Payments and sales reports.
- Data Stored Management and Reporting Management.

December 2014 to June 2015

Back & Office come Admin HR

Accessories Shop

Ahmedabad Gujarat.

- Computer Operating Systems and Management for Data and Files, MIS Reporting.
- Admin Work & Closing Party Payments and sales reports.
- Data Stored Management and Reporting Management.

August 2011 to December 2014

Computer Software Trainer

ACT GUJ PVT LTD

Ahmedabad Gujarat.

- Computer Operating Systems for Data and Files, MIS Reporting.
- Training for system and software & problem solution Hardware & software
- Software training given to Government Officers for basic like ccc, ccc+,etc.

December 2007 to May 2010

MIS Operator

SHELL TRANSOURCE PVT LTD

Ahmedabad Gujarat.

- Caf checking, entry in data & forward mail daily basis.
- Weekly report and monthly report as per required & MIS reports
- Data Stored Management and Reporting Management.

July 2006 to October 2007

Customer Care Executive

AEGIS BPO: PROCESS FOR ANANDRATHI

Ahmedabad Gujarat.

- Handling customers problems solution and given Information, tele sales & marketing finance Product etc.
- Calling time Management and Reporting Management.

Computer Proficiency

- Word 2007 & 10
- Excel 2007 & 10
- Power Point 2007 & 10
- Office outlook 2007 and 10

Languages

- Hindi
- English
- Gujarati

Personal Details

Father's Name:	Mr. Karshanbhai N Jadav	Marital Status:	Married
Birthday:	July 09, 1985	Nationality:	Indian
Gender:	Male		

Declaration

Working forward to a bright professional carrier where I can scale new heights of success in area of promotion and my continued professional would be encouraged.

I hereby declare that all information given by me true to the best of my knowledge and belief.

(KAUSHAL K. JADAV)

(09998804312)