**RESUME**

**Girish Jadav**

B/401 Anmol Apartment

Gautam nagar

Behrampura post office

Ahmedabad

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**Objective**

* To be a part of an organization that provides excellent work culture and paves the way for early assumption of responsibilities.
* I would like to grow with an organization, contribute to it and finally rise to its decision making and strategy formulating levels. I want prove myself to be an asset to the company I work for.

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**Educational Qualification**

* 10th Pass from G.S.E.B with 53% for the year 2003
* 12th Pass from G.S.E.B with 77 % for the year 2005
* Graduated in B.Com from **Gujarat University** with

pass class for the year 2011.

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**Additional Qualification**

* Certificate in computer course from **NIIT Amritsar** which is (Oracle)

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**Personal Information**

**Date of birth :** 12/04/1988

**Language known :** Gujarati, Hindi & English

**Gender :** Male

**Nationality :** Indian

**Religion :** Hindu

**Marital status :** Married

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**Computer Literacy**

* Basic
* M.S. Office
* Oracle

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**Experience**

(i) Name of Organization : Indian Air Force

Designation : Admin Asst

Duration : 7 Years 10 Months of regular service

(ii) Name of Organization : Gujarat IT Solution Pvt Ltd.

Designation : Account Asst

Duration : 1 year

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**Achievements**

* I have successfully completed paragliding training from Indus Paragliding institute (Pune).
* Participated in Inter Air Force sports competition at Amritsar and received the best sportsman spirit certificate and stood first in cricket.
* Received an Appreciation certificate from Commanding Officer 2220 Sqn Amritsar for outstanding work in HR department.
* Participated in dancing competition, a college level event and stood top in college.

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**Strentgths**

* Positive attitude
* Confident
* Leadership qualities

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**Hobbies**

* Dance & Singing
* Listening to Music
* Cricket
* Paragliding

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**Personal Skills:**

* Comprehensive problem solving abilities, ability to deal with people diplomatically, willingness to learn team facilitator hard worker.

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**Declaration**

* I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief and I bear the responsibility for the correctness of the particulars.

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Yours Sincerely**,**

**Girish Jadav**