**Short Resume of Mr. R. V. Pancholi (Jain)**

**Full Name : Pancholi Rajeshkumar Vinubhai (Jain)**

**Address : A/302, Saundarya Residency, Near Hemangi Flat,**

**IOC Road, Chandkheda, AHMEDABAD – 382 424**

**Date Of Birth : 07/06/1960**

**Contact No. : +91 70462 70507**

**E-mail : naxatradesigners@gmail.com**

**Language Known : Gujarati, Hindi, English, Marathi, Sanskrit**

**Education Qualification : Vidya Visharad (Sanskrit) from Agra Vidyapith.**

**Master in Arts from Gujarat university, Ahmedabad.**

**Bachelor of Arts (Economics) from Gujarat University,**

**Ahmedabad**

**Summary of Qualification : Familiar with Jain Terminology and Tradition.**

* **Organized, efficient, and precise with strong communication and liaison skills.**
* **Skilled in planning and execution of special projects during time-critical environments.**
* **Decisive and direct, yet flexible in responding to constantly changing assignments.**
* **Enthusiastic, creative and willing to assume increased responsibility.**
* **Skilled at solving customer relations problems.**
* **Effectively able to communicate with customers, staff and management.**
* **High initiative with strong self-management skills**

**Relevant Skills : PC proficiency in MS Office applications, Adobe**

**Photoshop, Page maker, Corel Draw.**

* + - * + **Basic Web Page Design and Uploading.**
        + **Basic Accounting and Finance.**
        + **Computer Typing skill in five language like Hindi, Gujarati, Marathi, English, Sanskrit**
        + **Library / File / Internet research.**
        + **Travel planning and coordination.**
        + **Collecting and Recording Statistical and Confidential information.**
        + **Assembling and organizing bulk mailings and marketing materials.**
        + **Data entry and correspondence preparation**
        + **Have a complete production knowledge in Ayurvedic Medicine.**

**Experience : Writer of “Jayant Jyotish Path Darshak”**

* **Writer of “Madhukar Sanskritam”**
* **Translator and Computerised of Jain Scripture "SHRIMAD ABHIDHAN RAJENDRA KOSH" in Hindi, Gujarati, Marathi and English languages.**
* **Managing Trustee, Vikas Education Trust**
* **Editor of “Essence of Ayurvedic Medicine.”**

**Expected Salary : As per Negotiable**