**Resume**

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| **Personal Data** | | | |
|  | Name | : | Solanki Vijay Babubhai | |
|  | Address | : | C-69, Keshavkunj Society, Nr.Visatmata Temple, IOC Road,  Chandkheda, Ahmedabad-382424 | |
|  | E-Mail Id | : | [mass1479solanki@gmail.com](mailto:mass1479solanki@gmail.com) and [rbd-2018@outlook.com](mailto:rbd-2018@outlook.com) | |
|  | Birth Date | : | 01/04/1979 | |
|  | Religion | : | Hindu | |
|  | Nationality | : | Indian | |
|  | Language Known | : | Gujarati, Hindi & English | |

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| **Education Qualification** | | | | | |
| **Name & Address Of School & College** | **Degree/ Diploma** | **Year** | **Board/ University** | **Principal Subject** | **Percentage** |
| Sharda Higher Secondary School | SSC | 1993 | GSEB | Science | 61.00 |
| As Above | HSC | 1996 | GSEB | Science | 39.00 |
| R.G.Shah College, Ahmedabad | B.Sc. (Chemistry) | 2001 | Gujarat University | Chemistry | 42.00 |
| Hiramani Institute of  P. G. Diploma In Mass Communication | P.G. Diploma In Mass Communication (Advertisement, Public Relation, Journalism) | 2004 | Gujarat University | Advertisement Public Relation, Journalism | 66.00 |

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| **Technical Course** | | | | |
| **Name of the course** | **Institutions** | **Year** | **Subject Covered** | **Remarks** |
| CCC | DOEACC | 2008 | MS Office | B GRADE 65-74% |
| GCC(Gujarati Typing) | GCC | 1999 | Gujarati Typing 25wpm | 50% |
| GCC (Eng. Typing) | GCC | 2002 | Eng. Typing 35 wpm | 71 % |

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| **Computer Knowledge** |
| Word,Excel, Power Point, Ms Access, Pagemaker, Internet, Guj& Eng & Hindi Typing Typing Speed : 35 Wpm In Bhashbharti (Gopika Two Font), Indic Software (Shruti Font) AND knowledge of Photoshop, Corel Draw |

| **Working Experience** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Name of Firm** | **From** | **To** | **Last Salary Drawn** | **Designation** | **Nature of Responsibility** |
| Arti Vidhyamandir | 2-2002 | 2-2004 | 1000 | Teacher & Computer Clerk | Teaching & Computer Clerical Work |
| West Coast Pharma Work | 2-2006 | 11-2006 | 2500 | Assistant Liquid Chemist | Plant Supervision, Labor work Supervision, Preparation of Data Sheet |
| DEPPL | 7-2008 | 2-2009 | 3500 | Computer Typist | MS Office Work Most Of Work Regarding Word, Excel And Internet. Also my work is related to tender activity like making compared price list. |
| GMRDS | 2-2009 | 2-2013 | 6000 | DEO | Office Work In Gujarati And English Typing, Correspondence Work |
| GHB | 2-2013 | 5-2016 | 10000 | DEO | Office Work In Gujarati And English Typing, Correspondence Work |
| Vigil Securities Services (Lasa) | 5-2016 | 8-2023 | 21250 | Computer Typist | Office Work In Gujarati And English Typing, Correspondence Work |
| Manpower group (Lasa) | 8-2023 | continue | 21250 | Computer Typist | Office Work In Gujarati And English Typing, Correspondence Work |
|  |  |  |  |  |  |
| **Present Salary :-,21,450/-**  **Expected Salary :-32,000/-** | |  |  |  | **Yours Faithfully,**  **Vijay Solanki** |