**RESUME**

**SWARUP YOGESH RANDHIR**

**Contact no: 8625007264**

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**CAREER OBJECTIVE :**

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To get a growth oriented position in a reputed organization where my skills can be utilized for improvements and success of the organization

**EDUCATIONAL QUALIFICATION**

**Diploma in Computer Technology**

**College:** Sou. Venutai Chavan Polytechnic, Pune

**University:** Maharashtra State Board of Technical Education.

**Academic Profile:**

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| **Examination** | **YEAR** | **SCHOOL/ COLLEGE** | **BOARD/ UNIVERSITY** | **PERCENTAGE** |
| Diploma in Computer Technology | 2020 | Sou. Venutai Chavan Polytechnic , Pune | MSBTE | 84.06% |
| SSC | 2017 | Yashwant Vidyalaya Khadakwasla. | Maharashtra State Board | 76.00 % |

**Technical Skills**

**Languages:** Basics of C, C++, JAVA, JavaScript, HTML,CSS.

**Applications:** MS Office

**Operating System:** Windows 7, Windows 8, Windows 10

**WORKING EXPERIENCE**

Currently working at Deshna Food Products From 1 Jan 2021 – till today’s date

1. Doing work in administrative support
2. Managing their social media accounts

Internship at Rima Enterprises from 21 May 2019 – 30 June 2019

1. Designed a mail template in HTML using bootstrap
2. Did research on social media marketing for improving their social media profiles

**PERSONAL DETAILS**

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| --- | --- |
| Date of Birth | 18-May-2001 |
| Sex | Male |
| Marital Status | Single |
| Father’s Name | Yogesh Randhir |
| Mother’s Name | Hastini Randhir |
| Languages | English, Marathi and Hindi |
| Nationalility | Indian |
| Address | Dr. B.R. Ambedkar Nagar, Khadakwasla (RS), Pune-411024 |
| Interest things | Reading Books, Writing Poems & Essay |

**STRENGTHS:**

Honest and Trustworthy

Communication to Responsibilities

Keep learning new skills

Able to work in pressure

Planning and Coordination skills

**DECLARATION:**

I hereby declare that the information furnished above is true to my knowledge.

**DATE:**  **(SWARUP YOGESH RANDHIR)**

**PLACE: PUNE**