PHONE - +91-97824-60023

MAIL - jangidkaushal11@gmail.com

DATE OF BIRTH - 04/04/1998

KAUSHAL JANGID

597, Ashapurna City, Pal Road, Jodhpur

OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

SKILLS

Ability to Work in a Team

Communication Skills

Data Analysis

Highly Motivated

Customer Relations

Microsoft Excel

Ability to Multitask

Microsoft Office

Creativity

Event Planning

Data Analysis

LANGUAGE

English

Hindi

Rajasthani

EXPERIENCE

Shree Ercon Prefabs, Jodhpur	**2021 - Currently Working**

Tender Head and Procuring Head with Handling of Back Ofifice
Currently working as Tender head and handling back office , Accounts and Procurement of material
Handling of all type office work like official mailing, letter drafting, billing etc.

• Acted as a team leader in group projects, delegating tasks and providing feedback.
• Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
• Provided professional services and support in a dynamic work environment.

Rajasthan High Court, Jodhpur	**2020 - 2021**

Associate Data Analyst (Contractual Project of Digitalization)
Analysis Process data and Quality Check of data
Management of Database and organise as per use of client

• Assisted with creating data cubes and OLAP models to improve data analysis.
• Utilized data visualization techniques to present and explain complex data sets.

EDUCATION

Jai Narayan Vyas University, Jodhpur	**Passing Year - 2022 - Appearing**
Mater of Arts	
Jai Narayan Vyas University, Jodhpur	**Passing Year - 2018 - 2021**
Bachelor of Arts	
ITI Luni, Luni, Marwar	**Passing Year - 2020 - 2022**
Trade Mechanic Motor Vehicle	
Vardhaman Mahaveer Open University	**Passing Year - 2017**
Rajasthan State Certificate of Information Technology	

COMPUTER SKILLS

Data Analysis

MS Office

Advance MS Excel

Tally ERP 9

Fast Typing Skills

Basic Photoshop

AutoCAD Basics

HOBBIES

Working on Ms Excell and MIS Program

Reading

Enhancing my communication skills on a daily basis

Working with AutoCAD

Working with Photoshop