

CURRICULUM VITAE



AJITKUMAR YADAV

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CAREER OBJECTIVE

To work in an organization with a work driven environment where I can utilize & apply my knowledge & skills which will enable me to grow while fulfilling organizational goals.

PERSONAL SKILL

- I am an Enthusiastic and self motivated person with good communication skills.
- Able to solve problems using both logic & creative innovative approaches.
- Capable careful attention of detail exercising, good judgment & accepting responsibilities.
- Able to communicate with others & work in a multidisciplinary team.
- Able to plan activities & carry them effectively & adapt successfully to changing situations & environment.
- Manage time effectively, prioritizing tasks & able to work to deadlines.
- Able to relationship building with customer & management for a good working environment.
- Able to work on various software and keen on using technology.
- Able to work on Windows and Linux(Centos) Operating Systems.
- Able to build a dashboard and have good data analytical skills using Excel.

ACADEMIC QUALIFICATION

B.Sc I.T. (Information & Technology) from R.D. NATIONAL COLLEGE BANDRA MUMBAI.

10+2 from R.D. NATIONAL COLLEGE BANDRA MUMBAI.

High school from ST. STANISLAUS HIGH SCHOOL BANDRA MUMBAI.

CERTIFICATION COURSE

- Certificate in **COURSE ON COMPUTER CONCEPTS (CCC)** from National Institute of Electronics and Information Technology Govt. of India.
- Certificate of **NATIONAL CADET CORPS** from **(AIR FORCE WING) NCC MUMBAI**.

CORE COMPETENCIES

- **Operating Systems:** Microsoft Windows, Linux(Ubuntu & Centos)
- **MS Office:** Word, Excel, Powerpoint, Outlook, Access, OneNote
- **Email:** Filters, folders, mail merge, rules.
- **Google Drive:** Docs, Sheets, Forms, Slides.
- **Spreadsheets:** Excel, Google Sheets, OpenOffice, comparative analyses, pivot tables, macros, link to database, vertical lookups.
- **Social Media:** Facebook, Twitter, LinkedIn, Instagram, posts, giveaways, customer interaction
- **Graphical:** Photoshop, Illustrator, InDesign, Acrobat
- **Computer Skills:** MS Office, Google Drive, spreadsheets, email, PowerPoint, databases, social media, web, enterprise systems.
- **Video Creation:** Shooting, framing, writing, editing, compressing, uploading, creating engagement.
- **Presenting:** Public speaking, PowerPoint, Keynote.
- **Project Management Skills:** Task management, prioritization, delegation, task separation, scheduling, risk management.

WORK EXPERIENCE

St.Stanislaus High School Mumbai - Computer Instructor
(August 2019 - Till Date)

- System Administrator
- Maintaining Database of students and staff
- Installing Operating System (Windows and Linux)
- Networking of all the system
- Preparing Presentations and students Marksheet
- Teaching Computers and softwares and cyber security
- Creating Banners and Flyers

St.Mary's High School Mumbai - Computer Instructor

(July 2018 - June 2019)

- Maintaining Database of students and staff,
- Installing Operating System (Windows and Linux)
- Preparing Presentations and students Marksheet.
- Teaching Computers and softwares,
- Handling of Technical requirements i.e. smart board, projector, networking, etc

PERSONAL DOSSIER

Date of Birth : 10TH AUGUST' 1996
Father Name : NEBOOLAL YADAV
Permanent Address : 205, Narendranath Bramha complex pholpada Gandhi chowk,
Virar East, Palghar Maharashtra India 401303.
Marital status : Single
Language Known : English, Hindi, Marathi, Awadhi.
Personal Strength : Punctuality, Communication, hardworking, willingness to
Responsibilities, keen to learn new ideas & Thought of
company, Leadership and Man management skills.

EXTRACURRICULAR/ACHIEVEMENTS

- Reading/ Writing
- Opportunity to Attend Services Selection Board (Indian Army)
- Attended various National Camps.
- Various Adventure activities (hiking, rifle shooting)
- Played sports such as cricket, football and swimming.
- School House captain, Cricket team Captain

PASSPORT DETAIL

Passport no. : U6057088
Place of issue : MUMBAI
Date of issue : 09-06-2020
Date of expiry : 08-06-2030

DECLARATION

I hereby clarify that the information provided above is accurate and true to the best of my knowledge.

DATE.....
PLACE.....

AJITKUMAR YADAV
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