

RESUME



ROHITASH PRAJAPAT

Shri -PAPPU RAM PRAJAPAT

VILLAGE- MALIWAS

POST- MATHASULA

TESH- JAMWARAMGARH

DISTT-JAIPUR

STATE- RAJASTHAN

PINCODE-303109

Email- rohitashprajapat432@gmail.com

Contact-+91 8890118005, 9783198602

Objective: -To make best out of my Skills. To Achieve new heights in life with commitment, innovative ideas, continuous learning and there by Developing a sense of commitment towards my job & Society.

Education & Extra Curricular: -

Class	College / Board	Subjects	Year	Div. & %
10 th (High School)	RBSE (AJMER)	Hindi, English, Math.,Sanskrit, Science & Social Science	2009	51.67%
12 th (Intermediate)	RBSE (AJMER)	Hindi, English, Hindi Literature, History, Political Science	2011	50.00%
Graduation (B.A.)	UOR (JAIPUR)	Hindi, English, Economics, History, Political Science	2014	50.88%
Post-Graduation (M.B.A.)	JNU (JAIPUR)	M.B.A. (Human Resources)	2020	63.00%

Computer Knowledge: -

Knowledge of MS Office, Outlook, Internet Surfing

Typing Skill- English **50 WPM** with 98% Accuracy

Experience: -

1. Nims University Rajasthan, Jaipur Office of The Controller of Examination as a Section Officer.

Working details: - Examination Work like Schedule, Exam form, Appearing Sheets, TR, Result, Mark sheet, Provisional, Migration, Transcript, Corrector certificate, Course complication certificate, Degree Prepare & Checking (Cooperation in Other Activity, assistance with Seniors)

2. Present working in Amity University Rajasthan, Jaipur Office of The Corporate Resource Center as a MIS Executive.

Other Skills: -

- 1) **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- 2) **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
- 3) **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- 4) **Active Learning** -- Understanding the implications of new information for both current and future problem-solving and decision-making.
- 5) **Time Management** -- Managing one's own time and the time of others.

Personal Details: -

NAME:	-	ROHITASH PRAJAPAT
FATHER'S NAME:	-	SH. PAPPU RAM PRAJAPAT
DATE OF BIRTH:	-	11 JULY, 1992
LANGUAGE KNOWN:	-	HINDI
HOBBIES	-	CRICKET & READING NEWS

Thanking You

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: - Jaipur

Date: - _____

ROHITASH PRAJAPAT