RESUME



# ROHITASH PRAJAPAT

Shri -PAPPU RAM PRAJAPAT VILLAGE- MALIWAS

POST- MATHASULA TESH- JAMWARAMGARH DISTT-JAIPUR

STATE- RAJASTHAN PINCODE-303109

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**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. & %** |
| **10th (High School)** | RBSE (AJMER) | Hindi, English, Math.,Sanskrit, Science & Social Science | 2009 | 51.67% |
| **12th (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**