

# Ajit Rajendra Gade

Near Varun hotel, Shastri nagar, kasarwadi, pune, Maharashtra

7378998065

[ajitgadera@gmail.com](mailto:ajitgadera@gmail.com)

## CAREER OBJECTIVE

---

To obtain a high level of excellence in a growth oriented organization and to utilize myself as a resource for all kinds of challenging jobs by upgrading my knowledge.

## Education

---

### **Bachelor of Computer Application**

Savitribai Phule University Pune.

### **HSC**

AISSMS JR Collage Shivaji Nagar Pune

### **SSC**

SSRVM Omerga.

## Experience

---

- EduSkills DDU GKY Chakan.
- Designation: It trainer.
- Duration: October 2024 to till date.

## Job profile

---

- Taking batches according to time table
- Teaching students about basics of computer.
- Teaching students about Ms. Excel, Ms. Word, Ms. PowerPoint.
- Fixing basic problems of computers.
- Help's in office work

## Technical Skills

---

- Ms. Word
- Ms. Outlook
- Ms. Excel

## Strength

---

- Learning ability and Quick learner.
- Positive attitude.
- Excellent Communication Skills
- Confidence to achieve milestones.
- Punctuality.
- Flexibility and Adaptability.

## Personal Details

---

- Date of Birth : 22 October 2001.
- Languages : Hindi, English, Marathi.
- Nationality : Indian.
- Marital Status : Single.
- Permanent Address : Near SBI Bank Madaj Omerga.

Place : Pune

Date :