

# ***ALOK BIPIN DOSHI***

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## **PERMANENT ADDRESS**

**Mobile No.:** + 919769600060

201, Sonmarg Bldg.

**Res. No.:** 022 – 28051505

Main Kasturba Road,

Borivali (East),

Mumbai – 400066.

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## **BACK OFFICE**

### **OBJECTIVE:**

I look forward for an exciting and challenging career in knowledge Sharing Field in particular, a position in your result-oriented institute where my skills and Education will be utilized and enhanced towards continued growth and advancement.

**My Belief - Ten two lettered words - “If it is to be, it is up to me”**

### **STRENGTH:**

- Leadership and efficient management ability.
- Have excellent communication and written skills in English to deliver
- Points in precise.
- Have expertise using computers and well versed with the usage of Microsoft office tools namely Microsoft Word, Tally, Excel, Power point. to give presentations and have done Advance M.S.I.T (CCC COURSE). Also have mastered to operate internet and e - mail. Efficiently & Good Knowledge of Hardware.

**QUALIFICATION:**

Qualification	Board / University	Academic year	Class
B.Com.	University of Mumbai	2006	Second
H.S.C	Mumbai Board	2003	Pass
S.S.C	Mumbai Board	2000	First

**PROFESSIONAL EXPERIENCE:**

- Working in Oxford Public School as a Computer Operator. As on 17<sup>th</sup> June 2008 to 24<sup>th</sup> October 2015.
- Worked in Jayaben Khot International School, Borivali (W). As on August 2016 to October 2016.
- Worked in Thakur International School, Kandivali (w). As on July 2017 to October 2017.
- Playing Para Sports (Running) for MAHARASHTRA Team.  
QUALIFIED FOR NATIONALS. Achieved 2<sup>nd</sup> Place in 100m. & 200m. State Meet at Ahmednagar.
- Currently working in Stock Market as own.

**DATE OF BIRTH:** 12/07/1985.

**MARITAL STATUS:** Single.

**LANGUAGES KNOWN:** English, Hindi, Marathi and Gujarati.

**DATE:**

**PLACE:** Mumbai.

**(ALOK DOSHI BIPIN)**