Name – Ritesh Jyoti

Age- 40

DOB – 5/6/1981

Fathers Name: Lt Col R.D. Jyoti

Email- riteshjyoti4@gmail.com

Mobile- 8296172071

Address: Block – 46, Flat No – 4631/4632, Prestige Kew Garden, Kariyammana Agrahara Rd, Shan Boga Colony, Yemalur, Bellandur, Bangalore, Karnataka-560037

Marital Status – Unmarried

Religion - Hindu

Qualification – Xth and XIIth Passed

College – St Dominic Savio (NOS), Andheri (East) Mahakali Caves, Near Tolani College Of Commerce, Mumbai

Subjects- English, Commerce, Computer, Home Science, Secretarial Practice, Catering-Additional Subject

Languages – Bengali, English, Hindi, Khasi, Punjabi

Hobbies – Reading, Trekking, Travelling, Social Networking, Listening Music, Dancing, Singing, Drawing, Calligraphy, Solving Puzzles, Doing Research, Watching Movies, Hiking

Nationality – Indian

Objectives:

I want to work in a big international company with big foreign clients. I want to get big promotion and high salary. Work hard and make the company proud. I am willing to work in rotational shifts and I also want to work abroad. I want to be the best and have good image in the company

with my good behaviour and taking responsibilities and doing all works in time.

Experienced:

I have worked as Customer Care Executive in Sparsh Global Intelenet for Mumbai Vodafone Postpaid in Viman Nagar, Giga Space, Pune, Maharashtra.

I have worked as Receptionist in Lanna Thai Spa, Koregaon Park, 5th Block, Pune, Maharashtra.

I have also worked as administrator in school.

I have done job training in an NGO called Enable India in Bangalore, 473/B, Adugodi Main Road, 8th Block, Koramangala, Bengaluru, Karnataka 560095

I have worked in an NGO called Janaagraha Centre for Citizenship and Democracy in Bangalore for 6 months as database administrator for traffic violations

Basic educational:

Diploma in basic computer course

Diploma in graphic designing

Skills:

Basic Computer Knowledge, MS Excel, MS Word, PPT