**RESUME**

**Shital Ishwarji Raut**

**Mob.-**7507693674,7028516494

**E-Mail-** [shitalraut454@gmail.com](mailto:shitalraut454@gmail.com)

Address – At- Raut Pura, Galpura Chouk,Katol

Po,Th-Katol

Dist.- Nagpur, Pincode-441302

**Career Objective**

To implement my knowledge, skills and adaptability in an organization to work with team as well as an individual to enhance myself and to take organization to new heights.

**Expertise Summary**

* To be an asset to the organization I serve**.**
* Expertise in Computer operating.
* A quick learner with ‘**Can do**’ attitude.

**Experience Profile**

* I have three years experience Data operating in SBI Mini Branch, Katol.
* I have three years experience of Computer Operating.

**Academic Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Board** | **Year of Passing** | **Division** |
| Master Of Business Administration (MBA) | R.T.M.N.U. | 2017-18 | I |
| Bachelor of Computer Application (B. C. A.) | Dr. C.V Raman University, Bilaspur | Sum.2015 | I |
| Higher Secondary School Certificate (H.S.S.C.) | Bhopal Board | Mar.2012 | I |
| Secondary School Certificate (S.S.C.) | Bhopal Board | March – 2010 | I |

**Computer Proficiency**

* + - MS- CIT; MS Office – Word, Excel, Power Point, Internet & E-mail operations.
    - One year Diploma in Computer Teacher Education (D.C.T.Ed).
    - Three months Certificate of Retail Management. (N.S.D.C).
    - Tally ERP -09.
    - DTP
    - Web designing
    - Hardware networking
    - C & C++ Language

**Personal Vitae**

**Name** : **Shital Ishwarji Raut**

**Father’s Name** : Ishwar Daryaji Raut

**Mother’s Name** : Sau. Pushpa Ishwar Raut

**Gender** : Female

**Date of Birth** : 04/05/1994

**Nationality** : Indian

**Languages Known** : Marathi, Hindi & English.

**Declaration**

I hereby declare that the information given above is true to the best of my knowledge & belief. I will prove myself for betterment of your reputed organization if you give me a chance for working in your organization.

**Date:**

**Place:**  **Shital Ishwarji Raut**