

RESUME

Name: RITURAJ GOGOI

Tel (M): (+91)9613752767

Email id: riturajgogoi151@gmail.com



CAREER OBJECTIVE

- Seeking a position to utilize my skills abilities that enables, my professional and organizational growth fostering my being resourceful, innovative and flexible.

EDUCATIONAL QUALIFICATION

QUALIFICATION	COLLEGE/SCHOOL	YEAR OF PASSING
H.S.L.C	Sivasagar Govt. HS & MP SCHOOL(SEBA)	2007
H.S	Sarathi Junior College(AHSEC)	2011

OTHER QUALIFICATION

- ITI in the year 2014 from Jorhat ITI
- Completed skill development training from ICICI Academy for skills for 3 months i.e. from Oct 2014 to Jan 2015,Guwahat
- Pursuing Graduation under Krishna Kanta Handiqui State Open University

COURSE CONTENT

- BASICS OF DATA ENTRY
- WORD PROCESSING & ITS FEATURES
- CUSTOMER SERVICE
- BASIC COMPUTER
- OFFICE ADMINISTRATION
- SOFT SKILLS
- LIFE SKILLS

EXPERIENCE

- Worked at inasra technologies pvt. Ltd from 12 jan 15 to 28 march 16

PERSONAL DETAILS

Name : RITURAJ GOGOI
Father's Name : Late Dhiren Gogoi
Date of birth : 31/05/1993
Gender : Male
Cast : OBC
Marital status : Single
Nationality : Indian
Religion : Hinduism
Language known : English, Hindi & Assamese
Hobbies : To play Cricket & Listening to
Music
Correspondence Address : Dorikaper Hatimuria Gaon,
: PO – Cherekaper,
: PS –Sivasagar,
: Dist. – Sivasagar, Assam
: Pin - 785640

DECLARATION

I hereby declare that, the above-furnished information is true to the best of my knowledge.

Date:

Place: Sivasagar



Signature of the Candidate

