

RESUME

Name: RITURAJ GOGOI

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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, Guwahati
- 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
Gander	: 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

BIO-DATA