

RESUME

PAYAL GEHLOT

GOPI KA BERA,

MANDORE

JODHPUR

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OBJECTIVE

Dedicated to creating a positive learning environment and making a difference in student lives by providing them superior learning skills.

KEY SKILL

- Leadership Qualities and smart working nature.
- Maintain a positive professional attitude with colleagues and subordinates.
- Able to work independently and in team oriented environment.
- Fast learner.
- Very punctual.
- Exceptionally well organized with a track record that demonstrates self-motivation, creativity and initiative to achieve both personal and corporate goal.

ACADEMIC PROFILE

Examination	Discipline/Specialization	Board/University	Year of Passing	Percentage
10th	All	RBSE	2019	69.00%
ITI	Computer Operator and Programming Assistant (COPA)	NCVT	2021	91.66%

PROFESSIONAL SKILL

MS Office, HTML, JavaScript, Purchase Work.

WORKING EXPERIENCE

Apprenticeship Computer Operator & Programming Assistant

National Skill Training Institute Jodhpur- July 2021 to July 2022.

- Operate Computer Systems and associated equipments.
- Carrying out Purchase action through Gem.
- Working Knowledge of Microsoft Office(MS Word, MS Excel, MS Power Point and MS Access).
- Admission of NSTIs Students.

INTEREST & HOBBY

Books Reading, Play Sports, Gardening, Listening Songs.

PERSONAL PROFILE

- Father Name : OMPRAKASH
- Mother Name : VIMLA
- Date of Birth : 18.05.2003
- Marital Status : Single
- Nationality : Hindu

Signature

पायल गहलोत