

PUKH RAJ



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PROFESSIONAL SUMMARY

Highly motivated and dedicated professional with a diploma in electronics and currently pursuing a diploma in IT and Cloud Computing. Demonstrated proficiency in electronic and a growing skillset in IT and cloud computing. Experienced in providing administrative support as an office assistant and as a diploma trainee in various industries. Possesses strong organizational and multitasking abilities, ensuring efficient execution of tasks and projects. Committed to continuous professional development and staying up-to-date with industry trends.

SKILLS

- Organization and Management Exam
- Web Developments
- HTML, CSS,PYTHON,PHP
- Data analyst
- MS Excel
- MS Power Point
- MS Word

EDUCATION

National Skill Training Institute
JODHPUR • 2024

Advanced Diploma: IT,
Networking, Cloud Computing

Govt. Polytechnic College
Jodhpur, India • 11/2020
Electronics

CERTIFICATIONS

Course on computer concept (CCC)
Cloud Computing
Cyber security
Networking

WORK HISTORY

Paathshala - Office assistant
12/2021 - 07/2022

- Delivered clerical support by handling range of routine and special requirements.
- Interacted with customers by phone, email, or in-person to provide information.
- Completed clerical tasks such as filing, copying, and distributing mail.
- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.

Diploma Engineer
05/2021 - 07/2021

- Subros ltd Gujrat
- Maintain the production line
- Collaborated with cross-functional teams to design andimplement new technique
- Resolved technical issues and optimized product performance.