

RESUME

MR. PAITWAR GIRIRAJ

Nanded 431601

Maharashtra, India

Mobile: +91-9511259604

Email: gspaitwar2021@gmail.com

Career Objective : To Work in a professional work driven environment where I can utilize and apply my knowledge and skills with contributing in companies growth.

Experience :

1) Vedantu Innovations PVT LTD

2) Value Drive Technologies PVT LTD (Spinny)

* I am also certified in **Advance MS EXCEL AND MS WORD** with excellent Excel Knowledge.

* Advance HRM by Internshala .

Educational Qualifications

Qualification	Universities and Board	<u>Passing year</u>	<u>Grades and ranks</u>
S.S.C	Nanded	2013	First Class
H.S.C (Computer Science)	Nanded	2015	First Class
B.A. (English)	Y.C.M.U.NASHIK	2019	Pass Class
DIPLOMA (INTERNATIONAL BUSINESS MANAGEMENT)	EUROPEAN OPEN UNIVERSITY	2022	CERTIFIED
MBA (Finance and Banking)	NMIMS Mumbai	2023	Post Graduate

Technical Skills :

- MS-CIT Certificate Course Passing In 2019 with 95%.
- Basic of remote sensing (GIS) (GNSS) by IIRS, ISRO.
- **Diploma In Behavioral Science**
- Diploma in Software Engineering

CERTIFICATIONS:

1) TCS ION

- **Accounting Fundamentals**
- Young Professional –PPT Expert–KYC Expert–Email Expert

- **Customer Service Basics**
- Supply Chain Management

2) GOOGLE

- The Fundamental of **Digital Marketing**

3) UNICEF

- Prevention OF Sexual harassment & Abuse of Authority
- Emergency preparedness & Response
- Training on Adolescent Participation & Civic Engagement

4) World Health Organization – Management Certification

PERSONAL DETAILS

Name : MR. GIRIRAJ SUNIL PAITWAR **Date Of Birth** : 16-04-1997

Gender : Male

Married Status : Unmarried

Nationality : Indian

Languages Known : English Marathi & Hindi

Declaration :- I hereby declare that information furnished above by me is true to the best of my knowledge.

MR. GIRIRAJ SUNIL PAITWAR

Date:

COVER LETTER

To,

Respected Authority

Having been a qualified person with various skills and experience. But as of now I am looking forward for best opportunities for my career growth. I was excited to come across the job ad you posted. With all my skills and experience I want to apply for this position and I believe I have the knowledge and ability for the following post mentioned.

Thank you for considering and going through my Resume and Cover letter.

Hope I get a interview call

Sincerely,

Giriraj Paitwar