

CURRICULUM-VITAE

VIJAY KHATRI

H.No. 10/383 Kaveri Path, Mansarovar
Jaipur, Rajasthan. (302020)

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Carrier Object:-

TO BE A MEMBER OF YOUR ESTEEMED ORGANIZATION TO MAKE USE OF MY COMMUNICATION AND INTER PERSONAL SKILL TO HANDLE CHALLENGING IN THE GLOBAL COMPETITIVE ENVIRONMENT DESIROUS TO BE ASSOCIATED WITH A PROGRESSIVE AND DYNAMIC ORGANIZATION THAT HAS THE INTEND OF PROVIDING A REWARDING CAREER.

Synopsis of Resume:-

- In-built Leadership qualities.
- Good Communication skills in English and Hindi.
- Good learner from mistakes, energetic, and willingness to travel.
- Hard working, detail oriented, able to multi-task
- Proven ability to support senior executives

Educational Qualification:-

- PGDCA from Jodhpur National University, Jodhpur in 2013.
- B.com. from Rajasthan University, Jaipur in 2008.
- Passed 12th from Rajasthan Board, Ajmer in 2005.
- Passed 10th from Rajasthan Board, Ajmer in 2003.

Operating Skills:-

- Computer skills:- Basic knowledge of Computer, work proficient in M.S. Office Application, and Fair knowledge of Internet and work on some software has procured.
- Software Installation (Win. XP, Vista & Win.7, LAN, sound, & all software etc.)
- Typing speed 15-20wpm.
- Net Surfing.

Experience:-

- 4 Month (from April-2020 to July-2020) worked as **Office Assistant** at “**National Informatics Centre (IFMS)**” Client Name:- “**Pioneer E Solution Pvt. Ltd**”.
- 42 Month (from October-2016 to March-2020) worked as **Senior Office Assistant** at “**National Informatics Centre (IFMS)**” Client Name:- “**Innowave IT Infrastructures Limited**”.
- 5 Month (from May-2016 to September-2016) worked as **Senior Office Assistant** at “**National Informatics Centre (IFMS)**” Client Name:- “**I.A.P Co. Pvt. Ltd.**”.
- 23 Month (from June-2014 to April-2016) worked as **Office Assistant** at “**National Informatics Centre (IFMS)**” Client Name:- “**GA Digital Pvt. Ltd**”.
- 12 Month (from June-2013 to May-2014) worked as **Data Entry Operator** at “**National Informatics Centre (IFMS)**” Client Name:- “**Computer Clinic India Pvt.Ltd.**” .
- 19 month (from November-2011 to May-2013) worked as a **Data Entry Operator** at “**National Informatics Centre (IFMS)**” Client Name: - “**The Provider Management Informatics Pvt. Ltd**”.
- 18 Month (from April 2009 to September 2011) worked) as **Computer Operator** at **Saroj Prints** (Bed sheet Manufacturing Company).
- 5 month worked as **Sales Executive** at bed sheet Manufacture Company.

Personal Details:-

Name : Vijay Khatri
 Father : Sh.Jeewatram Khatri
 Date of Birth : 6- Sep- 1985
 Contact No. : 9828122405
 Nationality : Indian
 Languages : English, Hindi
 Sex : Male
 Marital Status : Married

Date -

Place -

(Vijay Khatri)