

Curriculum Vitae



ADDRESS :-

Purushottam Chandel
S/o Ramesh Chand Chandel
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District-Jaipur-303604
State-Rajasthan (INDIA)

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OBJECTIVE

- Able to work effectively with all levels- Top, Middle and Supervisory level of management.
- Collaborative work style fostering cooperation & team work.
- Able to prioritize responsibilities in order to handle demanding work load.
- Strong analytical skills, including the ability to extract, compile and analyze data.

WORK EXPERIENCE

National Informatics Centre,
PHED, Head Quarter Jaipur, Rajasthan

(December, 2013— Present)

- **Office Assistance Support**
Non-Graduate (2 to less than 4 years relevant experience)
 - Harsh Enterprises
- **Office Assistance level 1A – Region 1**
 - Innwave IT Infrastructure
- **Data Entry Operator**
 - JAIN HYDROLICS
 - Maintenance and Technical Support for PHED MIS.
 - Software Testing
 - Computer Hardware

01-April-2020— Present
23-May. 2016 —31-March-2020

23-Dec. 2013 — 22-May. 2016

National Institutes of Technology (NITs)
Sambhar lake, Distt.-jaipur, Rajasthan

Sept. 2013 —December 2013

- **Entry level work Management**
 - Computer Operator Working Exp. in Word-Excel & Internet
 - Project of Rasan Card Entry level work

Youth Affairs & Sports Department,
Secretariat, Jaipur, Govt. of Rajasthan

April 2011 — August 2013

- **Computer Operator**
 - Computer Operator Working Exp. in Word-Excel & Internet & Office Management

Transport Department of Rajasthan
Head Quarter Jaipur, Rajasthan

April 2010 — March 2011

➤ **Computer Operator**

- Computer Operator Working Exp. in Word-Excel & Internet & Office Management

Jaipur Vidyut Vitran Nigam Limited, Sambhar lake, Jaipur, Government of Rajasthan

November 2009 — March 2010

➤ **Computer Operator**

- Computer Operator Working Exp. in Word-Excel & Internet & Office Management

State Minister of Food & Dairy Federation
Department Secretariat, Jaipur,
Govt. of Rajasthan

April 2009 — November 2009

➤ **Computer Operator & Personal Assistant**

- Computer Operator Working Exp. in Word-Excel & Internet & Office Management

Youth Affairs & Sports Department,
Secretariat, Jaipur, Govt. of Rajasthan

December 2007 — March 2009

➤ **Computer Operator**

- Computer Operator Working Exp. in Word-Excel & Internet & Office Management

QUALIFICATIONS

❖ **Computer**

- RS-CIT, (RKCL)
- 1Year Computer Course of DOAP, (RGCSM)
(Basic-Tally-DTP-Internet)
- 6 Month DCH, (at Computer Shop)

❖ **Other**

- Impart Training of Domestic & Export Marketing on MSME, Rajasthan Govt. of India.

EDUCATION

- ✓ **B.A. Part IInd year appeared (Art)** 2020
✚ B.A. Rajasthan University
- ✓ **12th Class (Art)** 2013
✚ 12th Class Pass of Art Board of Secondary Education, Rajasthan
- ✓ **10th Class** 2008
✚ 10th Class Pass of NIOS, New Delhi (Govt. of India)

INTERESTS

Computer Hard work for Computer Software Testing and computer Hardware
Music & Dancing
Computer Book's Reading
Computer Teaching (Basic & Hardware)

Dated :- 21/04/2021


(Purnima Chandel)