

# Resume

## ***POST-OFFICE EXECUTIVE***

### ***DHANRAJ PAREWA***

219- Prem Nagar, Jagat pura,

Jaipur

E-mail ID- dparewa326@gmail.com



### **Career Objective:**

To emerge as successful corporate thought work and dedication and also want to be recognized as top professional in reputed organization. Contributing to welfare and benefits of the organization in the possible ways. This is commensurate from my qualification ability and experience.

### **Academic Qualification:**

10 Secondary Educational Board of Ajmer. (Raj.)

10 + 2 Secondary Educational Board of Ajmer. (Raj.)

B.A. University of Rajasthan

### **Computer Skills:**

MS. Office (Word, Excel, Power Point, Paint)

MCD. Photo Shop, Coral Draw, Page Maker, Flash, HTML,

Tally Power of Simplicity ERP 9.0

PGDCA (Post Graduate Diploma in Computer Application)

Computer Course From R.K.C.L

Hindi & English Typing (Speed = 40-45 wpm Hind, 45-50wpm Eng.)

### **Working Experience:**

- 3 Year experience Computer Hindi & English Typing work in Ashram ....The International School, Dausa (Raj.)

### **Present Working:**

- Currently working in Rajasthan Council of Secondary Education Shiksha Sankul Jaipur, as a Computer Operator and Data Entry Operator cum Office Assistant.
- Duration of work 2016- still working

### **Strengths:**

Punctual of Time.

Hardworking.

Faithful.

Social Thinking.

**Personal Details:**

Father's Name : Dhanraj parewa  
Mother's Name : Smt. Chothi Devi  
Date of Birth : 15-06-1988  
Nationality : Indian  
Sex : Male  
Language Known : Hindi & English  
Mobile Number : 9352747424  
Hobbies : Reading Books, Dancing, Listing Music

**Declaration**

*I hereby declare that the above written particulars are true to the best of my knowledge and belief.*

Date :

Place : Jaipur

  
(Dhanraj parewa)