

# RESUME

An application for the post of \_\_\_\_\_

<b>Name and Address:</b>  Mr. Mukeshkumar Jivanbhai Doriya, Block No. 4/45, Gujarat Housing Board, Sector-14, Gandhinagar (Gujarat)382014	E-mail:mjdoriya@gmail.com  Mobile: 9427524072
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## **Carrier Objective:-**

By acquiring knowledge, expertise and a familiarity with the organization's culture, I want to contribute towards realizing organization's vision and become its integral part.

Course	University/Board	Year Of Passing	% Of Marks	Subject Studied
L.L.B	Gujarat University	2020	53%	Special
DLP	Gujarat University	2015	53%	Labour Law
B.A	Shridhar University	2013	62%	Sociology

## **Personal Profile:-**

Full Name : Mukeshkumar Jivanbhai Doriya  
 Date of Birth : 18<sup>th</sup> December 1989  
 Languages Known : Gujarati, Hindi and English  
 Gender : Male  
 Religion : Hindu  
 Marital Status : Married  
 Nationality : Indian.  
 Hobbies : Reading/Music

**EXPERIENCE:-**

1. Office Name : SAUNAK FILMS PVT.LTD.  
Designation : Office Assistant (Tender Executive)  
Duration from: Dec-2022 to Still
- 2.
3. Office Name : Tourism Corporation of Gujarat Ltd.  
Designation : Land & Legal Assistant (Apprentice)  
Duration from: Nov-2021 to Nov-2022

**Working Profile:**

- Land acquisition operations, Site inspection of land getting the land measured.
  - Preparing noting and file put-up in time
  - Performing work of approving the fees of advocates.
  - Efficiently handling advocates calls and discussion and follow-up
  - The running outsourcing agencies to make bills in TCGL and advocate's fee payment.
  - Making of noting, letter typing Gujarati and English, Email, File Management Data Entry etc.
4. Office Name : Gujarat State Civil Supply Corp. Ltd.(Outsource Base)  
Designation : Helpline Executive  
Duration from : May 2021 to Oct-2021

**Working Profile:**

Reading all news papers, gathering information related to ration, Alleviation of difficulties faced by farmers for registration in Purchase of support price, Making Data Entry into Genie-ERP system.

5. Office Name : Income-Tax Office, Gandhinagar (Outsource Base)  
Designation : Office Asstt./ Data Entry Operator  
Duration from : Apr-2013 to Feb 2021

**Working Profile:**

ITD System Data Entry, Tapal Inward Outward registry, File Management, TRACES System, ITBA System, Letter Typing etc.

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• **Computer Proficiency:**

- a) Operating Systems : Window-7
- b) Technical Skill : MS Office
- c) Knowledge about internet : Internet surfing, Email, Letter/Noting typing Gujarati & English File Management Entry etc.

**DICLARATION**

I hereby declare that the statements made above are true to the best of my knowledge and belief.

Date:

SIGNATURE