**CURRICULAM VITAE**

**ROHIT PANDITA**

Contact No: 9811225497, 8800148525 (whatsapp)

**Email id: -** [rohitpandita91@gmail.com](mailto:rohitpandita91@gmail.com)

**Objective**

To use my knowledge, skills and learning ability for effective and efficient management of technology and make a way for success and growth of the organization.

Technical Skills

Languages: python

* Possess Knowledge of Basic Troubleshooting including Hardware and Software issues.
* Installing OS: - Window XP, Window 7, Window server 2008 and Anti viruses.
* Possess Knowledge of Ms office and Web Browsers.
* Basic Knowledge of Hardware and Networking

Working Experience:

Worked as a Process Associate in US based Legal zoom process.

* Registration and documentation of new entities of US.
* Verifying and payments processing to the legal zoom.

Also worked as process associate in wind stream in telecom process.

* Technical operations
* Quality check and control ( pre-quality & final quality ) on different levels
* Query handling and resolution
* Team management

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Education:

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| --- | --- | --- |
| **Course** | **Board** | **Year** |
| MBA (HR ) | RVD UNIVERSITY UDAIPUR RAJASTHAN | 2018 |
| B.C.A | SHOBHIT UNIVERSITY | 2014 |
| 12th | JKBOSE | 2009 |
| 10th | JKBOSE | 2007 |

Certificates

* Six month course in hardware and networking from Roman Technology Gurgaon.
* Certification in CCNA (cisco certified network associates)

Achievements:

Participated in various sports events in college & blood donation camps.

Experience :

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Organization | **Designation** | **From** | **To** |
| SEQUENTIAL TECHNOLOGY INTERNATIONAL  INDIA PVT. LTD. | Process Associate | January 2015 | August 2021 |

INTERESTS AND HOBBIES:

* Listen to Music, News Paper and Surfing Internet for update within time.

COMPETENCIES

* Fast learner, Adapt well to changes and pressures in workplace.
* Work effectively with diverse groups of people.
* Ambitious, hardworking and Committed to excellence
* Honest, Sincere and a Hard Worker.

Personal Data

* Name : Rohit pandita
* Father’s Name : Shri Piyare lal pandita
* Data of Birth : 13th July 1991
* Gender : Male
* Nationality : Indian
* Marital Status : Married
* Language Known : English, Hindi, kashmiri
* Passport No **:** M0329S509

Permanent Address : H.no 118, Lane no 5,Anand Nagar Bohri Jammu, J&K.

Present address : Sector 5 Ashok Vihar gurgaon (HR).

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

SIGNATURE

Date :-