

EDUCATION

D.M.Barad ARTS & COMMERCE

College,Ghunsiya

B.com : 2021

Percentage – 56.63%

Industrial Training Institute Talala

ITI – COPA(Computer Operator

Programming Assistant)

2019 – 67.00%

Shree D.M. Barad Vinay Mandir

Class 12th(GSHSEB)

2017 – 52.93%

Shree D.M. Barad Vinay Mandir

Class 10th(GSEB)

2015 – 71.83%

Expertise

- Skilled in computer applications such as Data entry work and Microsoft Office.
- Able to analyze and solve a variety of difficulties linked to this sector.
- The ability to operate in a variety of environments including under pressure.
- Possess qualities of a good team leader as well as good team player.
- Proefficient speaker in English,Hindi,Gujrati.

Skills

MS Office

WORD , Excel , Power Point

SAP basic Knowledge

Work Experience

- I have 1 year complete my apprenticeship training as a data entry operator in human resources department at SAURASHTRA ENVIRO PROJECTS PVT LTD (Kutch)

