

COMPUTER DIPLOMA WITH 6+ YEARS EXPERIENCE

Rajneesh Bhatt

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CAREER OBJECTIVE

To, Join reputed institution which gives opportunities for professional growth and where I can apply my qualification and skills for mutual benefits? For me "Work is worship and duty is god" and I believe in that " Hardwork is needed for successful result " So Hardwork is my passion too.

SKILLS

Computer software and hardware Installation of computer and software.M.s office,Internet and accounting software Tally erp

EXPERIENCE

Sep-2004 - Jan-2006	HILTRON CALC (Computer Academy and Learning Center) Model House New Tehri, Tehri Garhwal Uttarakhand
Computer Faculty	Teaching Computer Fundamental,M.S Office,Internet, Languages like as C,C++,HTML,DHTML,Java,Tally
Dec-2007 - Mar-2008	Uttaranchal estates (P) Ltd. Prakash vihar Dehradun Uttarakhand
Office assistant	Handling different types of files,bill voucher staff attendance etc.
Sep-2008 - Nov-2012	M/s Shri Ganpati construction company 5B-RajaRoad Dehradun (Partner of Border Road Organisation)
Office assistant	Handling different types of files, bill voucher bank work,staff attendance and salary bill

PROJECTS

Project Name: NH-108 (Dharasu-Gangotri Road) double lane Road work with Border Road Organisation

Role: Office assistant

Team Size: 35

Project Duration: 5 Year

Project Detail

Double lane work of Road from Dharasu to Gangotri km 0.00 to km 13.00 with road cutting,painting work

EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
High school	GIC Dhauntri	UP Board	III Div. %	2001
Intermediate	GIC Dhauntri	Uttaranchal shiksha evm pariksha parishad Uttarakhand	I Div.	2003
Graduation	RCU PG College Uttarkashi	HNB Garhwal University	II Div.	2006

ADST (Advanced Diploma In Software Technology)	Tehri Computer Literacy Center	New Tehri, Tehri Garhwal	A Grade	2004
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AREAS OF INTERESTS

Office work and teaching computer

HOBBIES

Playing cricket and Reding newspaper

PERSONAL DETAILS

Address	C/o Damini Electronics Near Canra Bank Ghansali Tehri Garhwal, Uttarakhand, 249155
Date of Birth	04/01/1983
Gender	Male
Nationality	Indian
Marital Status	Married
Languages Known	Hindi,English

DECLARATION

I hereby declare that all the above information is true to best of my knowledge

Rajneesh Bhatt