

Jatin J Dhrangad

Address: Railnagar, Rajkot-360001

Mob. : 8905494747

Email ID: jatindhrangad@gmail.com

CAREER OBJECTIVE

To take up a challenging career and grows with honesty, loyalty, good relationship and best performance and translate my experience, knowledge, skills and abilities into value for an organization.

ACADEMIC QUALIFICATION

Examination	Board/University	Passing Year	Marks%
10th	GSHSEB Board	2004	59.86%
12th	GSHSEB Board	2006	72.67%
Graduation (B.com)	Saurashtra University	2009	66.43%
Post Graduation (MBA) (finance)	Gujarat Technological University.	2012	72.30%

COMPUTER SKILLS

MS Word, Excel, Power Point, MS Access, Internet Etc.

STRENGTH FACTOR

- Good strength of working with team.
- Strong ability to work creative & determination.
- Quick learner, ability to think positive and face challenges.
- Positive attitude And Smart Working

WORK EXPERIENCE

<i>Organization</i>	<i>Position</i>	<i>Total experience</i>	<i>Responsibility</i>
Kamdar Institute, Rajkot	HR and Admin Head	8 year	• Preparing, organizing and storing information in paper and digital form • Dealing with queries on the phone and by email • Greeting visitors at reception • Managing diaries, scheduling meetings and booking rooms • Arranging travel and accommodation • Taking minutes at meetings • Typing up letters and reports • Updating computer records using a database • Maintaining office systems • Liaising with staff in other departments, e.g. finance, HR.

PERSONAL PROFILE

Father Name : Jaysukhbhai
Date of Birth : 17/08/1989
Marital status : Married
Gender : Male
Religion : Hindu
Nationality : Indian

DECLARATION

I do hereby declare that the statements made in this document are true to the best of my knowledge and belief.

Date –
Place-

(Jatin J. Dhrangad)