# RESUME

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**GAURAV**

**GAURAV**.332346@2freemail.com

# OBJECTIVE

#  To satisfy the company/institution in all aspects with full 100% commitment in my work and to gain knowledge at every stage of life.

# EDUCATIONAL QUALIFICATION

# 2012-2014 MIB-Master of International Business

 Shri Nehru Maha Vidyalaya College of Arts and Science

 College

 Overall Aggregate 76%

# 2009-2012 B.Com-Information Technology

 Shri Nehru Maha Vidyalaya College of Arts and Science

 College

 Overall Aggregate 61%

2008-2009 **HSC**

#  St.Pauls Matriculation Higher Secondary School

#  Overall Aggregate 74%

# 2006-2007 SSLC

#  St.Pauls Matriculation Higher Secondary School

#  Overall Aggregate 64%

**WORK EXPERIENCES**

* EXECUTIVE ASSISTANT in CELLO since June 2015 and as on.
* JUNIOR COORDINATOR in CELLO from June 2014 to 2015.

# SPECIFICATION / SKILLS / EXPERTISE

* Very good in communication skill (both verbal and written).
* Expert in Tally and MS Office.
* Responsible Person.
* Flexible to any environment and fully dedicated in my works.
* Comprehensive problem solving abilities.
* Trained/Knowledge on skills.
* Flexible to learn or work on other technologies.
* Ability & willingness to learn and support different technologies &

 applications.

# Effective and Efficient Team member and Focus on career development.

# TECHNICAL SKILLS

# Operating System : WINDOWS XP/2003, WINDOWS 7

* Applications : Microsoft Office

# Programming Languages : C++, Java

* Web Programming : HTML,XML

# Database : DBMS

**EXTRA-CURRICULAR ACTIVITIES**

* Stood college 2nd in QUIZwhich was conducted on behalf of college annual day
* Stood college 1st in TREASURE HUNTwhich was conducted by PSG college
* Placed 2nd Place in Zonal Level 1500mts.
* Runner up in basket ball Zonal level.

**INTERNSHIP AND PROJECTS COMPLETED**

A brief overview on jagannath textiles pvt.Ltd and mini project On the study of Manufacturing and distribution of plastic products “CELLO”.

A detailed overview of exporter’s satisfaction towards services rendered by Geologistics, Tirupur.

**LEISURE TIME ACTIVITIES**

# Reading Books, Playing Basketball

# Gardening, Drawing

# PERSONAL PROFILE

PER

# Date of Birth : 03.10.1990

# Marital Status : Single

# Nationality : Indian

# Languages known : English, Hindi, Tamil

# .

#  *DECLARATION*

# I do hereby declare that the particulars of information and facts stated above are true, correct and complete to the best of my knowledge.