** JETHWA**

**JETHWA.338535@2freemail.com**

• Well organized self-starter with proven capacity to learn and apply new knowledge quickly.

• Native Gujarati speaker with additional language proficiencies that includes fluency in English and Hindi.

**TECHNICAL SKILLS**

* Operating Systems: Windows 7, Windows XP. Programming
* Languages: C#, VB. Databases : Ms-Access,Ms Sql Server, My Sql.
* Packages: MS Office.
* Web Technologies: HTML, ASP.

**EXPERIENCE**

* Coaching tally

- Handling incoming and outgoing communications

- Organizing and updating the system

- Gives assistance and explain every detail of the lesson

* Coaching DPS School

- Guiding the children of the proper

- Assist the teacher in making the lesson plan

- Keeps a schedule of activities

* Job in IDBI Bank in Rajkot

Customer service

- Assist client with the requirements needed

- Handling incoming and outgoing communications

- Ensure an orderly queue7

* Sinter Company India
* DEO Data Operator in maintenance department
* Delmont Trading company l l c

 -RECEPTIONIST June 2015

 - Working within a reception environment providing a telephone answering, admin

 And reception service as well as organizing the post, welcoming visitors and

 Providing hospitality towards guests and clients.

**EDUCATIONAL BACKGROUND**

 **M.sc.(I.T&C.A)**

 M.sc.IT 1 sem., Jan 2010, Saurashtra University – Dr.V.R.G College Porbandar.

 Marks Obtain:-58.43%

 M.sc.IT 2 sem., May 2010, Saurashtra University – Dr.V.R.G College Porbandar.

 Marks Obtain:-63.69%

 M.sc.IT 3 sem., Nov 2010,Saurashtra University – Dr.V.R.G College Porbandar.

 Marks Obtain: 68.05%

 M.sc.IT 4 sem., April 2010, Saurashtra University – Dr.V.R.G College Porbandar.

 Marks Obtain:-70.84%

**P.G.D.C.A**

 P.G.D.C.A . 1 Sem., Nov 2008, Saurashtra University – J.K.Ram College Veraval.

 Marks Obtain:-43.40%

 P.G.D.C.A . 2 Sem., May 2009, Saurashtra University – J.K.Ram College Veraval.

 Marks Obtain:-53.80%

**B.Com**

 T.Y.B.Com Mar 2008,Saurashtra University-Matru Shree Manuben Arts&Commarce

College, Sutrapada. Marks Obtain:-71.57%

**H.S.C**

 H.S.C, Mar 2005, G.S.H.E.B - V.V.Mandir, Sutrapada. Marks Obtain:-67.83%

 **S.S.C**

 S.S.C, Mar 2003 G.S.E.B.- V.V.Mandir, Sutrapada. Marks Obtain:-59.29%

**Personal Data:**

Nationality: Indian