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**CURRICULUM – VITAE**

Name:- Gyan

[Gyan.357149@2freemail.com](mailto:Gyan.357149@2freemail.com)

***Applied For***

* EDP Clerks
* Cashiers
* Head Cashiers

***Objective***

To Find a job where I am able to put in to practice the experienced I have gained. Contribute to a theme effort working towards a united goal in a happy atmosphere where my efforts are recognized.

***Personal Details:***

Date Of Birth :- 04/10/1985

Nationality :- Indian

Religion :- Hindu

Sex :- Mail

Marital Status :- Married

Language Known :- Hindi & English

***Educational Details:***

* Master of Art from Rajasthan University, Jaiper in the 2010.
* B.Ed from Rajasthan University, Jaipur in the year 2009.
* Bachelor of Art from Rajasthan University, Jaipur in the year 2007.
* Intermediate of Commerce from R.B.S.E, Ajmer in the year 2001.
* Matriculation from R.B.S.E., Ajmer in the year 1999.

***Computer Skill:***

* ‘O’ Level from Doeacc University, New Delhi , 2005
* Diploma in ADCA From National Education of Technology & computing Socity,Sikar,
* Diploma in Computer application from RS-CIT, KOTA  
   Ms Office, (Word, Excel, Power Point).

***Work Experience:***

* Swami Vivekanand Sikshan Sansthan Kumas Jagir as a Computer Operator And UDC Clerk. (Two Year)
* COMMUNITY HEALTH CENTER,Nechhwa as a COMPUTER OPERATOR.(One year)
* Govt. COMMUNITY HEALTH CENTER,Garoda as a COMPUTER OPERATOR AND NETWORKING.(Two year)
* Swami Vivekanand Sikshan Sansthan Kumas Jagir as a UDC Clerk. (One Year)

***IT Skills:***

Windows & Office Tools

* MS Word , Excel Advanced

***Typing Knowledge:***

* English & Hindi

***Personal Profile:***

* Very energetic , result oriented and organized.
* Managed and supervise store perfectly.
* Efficient and well behaved person.
* Extremely hardworking self motivated and able to work independently in a team environment under supervision.
* Always focused on result oriented.

***Declaration:***

* Interested in social activities in the society.
* Inspection and handling products.
* Travelling and exploiting to strange destinations.
* I am always keep a good helping mentality.

In the above facts are true and correct to the best of my knowledge. If you could give a chance to work with you. I assure that I will discharge my duties to the entire satisfaction of your organization.