

RAJESH KUMAR MAHAWAR



Contact - 9782582184

Address:

Plot No. 1683, Khandi Bhandar Road,
Near Sanganer Stadium, Sanganer Jaipur
(Raj) 302029

Email:

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Languages

Hindi
English

Skill Highlights

Operating System Microsoft Windows,

(Linux)

MS-Office: MS- Word, Excel (Expert),

Power Point, Access,

Page maker & Coral Draw, Photoshop,

Maths Type,

ERP, Score tool, LMS, Salesforce

- Net Expert.

Summary

- Generate timely and accurate reports for analysis. Handling the back end operations works.
- MIS reporting by using MS Excel at Operational level. Preparation of various MIS reports.
- Preparing MIS on Daily / Weekly & monthly Basis.
- Generating & maintaining day to day MIS Data and updating the management.
- Implement and analysis data to create daily, weekly, monthly, and quarterly reports.
- Maintenance All Student Attendance in Campus, Students Result Creating
- Trained end-users by means of verbal personal instruction and specially designed documentation.
- Ability to work for long hours and deliver results within reasonable timeframe to ensure internal client satisfaction.
- Maintenance of official record

Experience

EDP Officer July.2013-Till Date

Aakash Educational service Pvt Ltd (Jaipur)

Computer Operator (DTP)

**Impulse Competition Classes Pvt. Ltd. Dausa(IIT JEE) (Medical)
July.2009-August.2013**

Education

Qualification University / Board Year of Study

**Bachelor of Arts UNIVERSITY OF RAJASTHAN
2002-2006**

H.S.C (Arts) RAJASTHAN BOARD March-2002

S.S.C RAJASTHAN BOARD March-2000

Objective

Seeking a challenging position in a professional organization offering an opportunity for growth where I could use my knowledge & experience to add value to the work performance of the organization.

Yours Sincerely,

(Rajesh Kumar Mahawar)