

## CURRICULUM VITAE

**RAJPUT DINESH**

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### **Objective:**

To Work in a fast-growing dynamic organization where my professional, technical and analytical skills could be applied and enhanced.

### **Professional Summary:**

48 Months of progressive experience in the field of 3d industry as an Asst.Production.

### **Educational Profile:**

Degree/Course	Institute	Board/University	Year	Performance
10th	GBSS School, Delhi	CBSE	2010	68 %
12th	GBSS School, Delhi	CBSE	2012	58 %
Data Entry Operator	Khichripur ITI	ITI	2014-2015	68%

### **Professional Experience:**

Designation	Company	Key Responsibility Area	Period	Years Active
Asst.Production Coordinator	Nextgen Shopping Pvt.Ltd	<ul style="list-style-type: none"><li>● Scheduling and Tracking Task</li><li>● Coordinate Projects</li><li>● Client service</li><li>● Productivity Reports</li><li>● Artists Report</li><li>● Invoice Sheets</li><li>● Managing and Sorting Data</li></ul>	48 Months	2016-2019

Data Entry Operator	Nextgen Shopping Pvt.Ltd	<ul style="list-style-type: none"> <li>● Data Entry</li> <li>● Reports in Excel, Word</li> <li>● PowerPoint</li> </ul>	5 Months	<b>2015</b>
Data Entry Operator	Tata AIA Pvt. Ltd.	<ul style="list-style-type: none"> <li>● Data Entry</li> <li>● Reports in Excel, Word</li> <li>● PowerPoint</li> </ul>	6 Months	<b>2015</b>

**Responsibilities:**

- Floor Coordination
- Productivity
- Internal Communication
- Project Management
- Database management
- Links creation & Invalidation on AWS amazon software

**Other skills:**

- Keyshot (Rendering)

**Applications Used:**

- Microsoft Office (Excel, Power Point, Word)
- AWS amazon software
- Cloudberry S3 Server

**Personal Details:**

- Parents Name : Hukum Singh
- Permanent Address : Kh no. 57/8, Tilak enclave Burari Delhi- 110084
- Date of Birth : 14th March 1996
- Nationality : Indian
- Gender : Male
- Marital status : Single
- Languages Known : English, Hindi
- Hobbies : Traveling

Place: Noida

Dinesh Rajput.