



Curriculum Vitae

ASHOK JALHOTRA

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Barara (Ambala) - 133201

APPLICATION FOR THE POST OF: Computer Operator.

Personal Profile:

Specialization : **Microsoft Office for all type of Computer Work.**
Date & Place of Birth : 04 March, 1970
Nationality : Indian
Marital Status : Married
Father's Name : THAKUR DASS
Mother's Name : SUMITRA BAI
Language Known : Hindi, English and Punjabi
Salary Expectation : Negotiable

Career Objectives: With an experience of over 20+ years in the diversified domains covering Administration and Education and Technical Department. I am confident to join an organization that can reap benefits from my proven skills and expertise. Ready to accept any challenging job matching my profile.

Academic & Technical Qualifications::

- Matric from Board of School Education Haryana since 1986.
- Diploma in Mechanical Engineering from State Board of Technical Education Haryana since 1992.

Area of Experience:

- 5 Years experience as a Quality Control Inspector in Industries; since 1999-2004.
- 12 years experience in Haryana Engineering Colleges as a Lab Technician (Mechanical Engineering) to perform experiments and update documentation; since August 2005 to January 2018.
- 1 year experience of **Admin Clerk cum Computer Operator** in Jai Polytechnic Adhoi; since February 2018 to January 2019.

Work Profile:

- To update Departmental Documentation as per AICTE and ISO requirement.
- Specialist in Hindi, English and Punjabi Offline/Online Computer Work.

Computer Competency and extra activities: -

- To perform Online/Offline Data Entry in Hindi, English and Punjabi.
- Expert to work in Microsoft Office having Typing speed 40 wpm with accuracy.
- Ability to good understanding and knowledge of Education Management and system.

Signature of Candidate