

Cover Letter

Anurag Khoiwal
Flat No.308 Krishna Apartment
Silicon City, Rau Indore- 452012 (M.P.)

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To,
The HR Manager

Dear Sir,

I am writing to express my interest for a job opening at your organization, therefore please allow me to submit my resume for your review.

I am completed Bachelor of Engineering in **ELECTRONICS AND COMMUNICATION** (2009-2013) from Medicaps Institute of Science and Technology Indore, (M.P). I am having experience and I am interested in learning your company needs and how may I fulfill that. I am seeking a professional opportunity to prove my skills to benefit your company. I am having the ability to become a best performer in your organization. I am confident that I can make a valuable contribution to your organization's future projects and initiatives.

I would welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs. And I thank you in advance for your time and review of my qualifications. I am waiting for your reply.

Sincerely,

Anurag Khoiwal

(Enclosure C.V)

Curriculum Vitae

ANURAG KHOIWAL

Address: Flat No.308 Krishna Apartment
Silicon City Indore

Mobile No: 8103802697

Email:- anuragkhoiwal925@gmail.com

Objective:

To become a successful professional in IT field I am working and to work in an innovative and competitive world.

Academic Qualification:

- Completed Bachelor of Engineering in **ELECTRONICS AND COMMUNICATION BRANCH** (2009-2013) from **MEDICAPS INSTITUTE OF SCIENCE AND TECHNOLOGY (UNDER RGTU, BHOPAL) INDORE, (M.P.)**.

Qualification	YEAR	INSTITUTE	BOARD/UNIVERSITY	PERCENTAGE
Bachelor Of Engineering	2009-2013	Medicaps Inst. Of Sci. and Tech.	RGTU	60%
Higher Secondary Examination	2009	Kendriya Vidhalaya Ratlam	CBSE	53%
High School Examination	2007	Kendriya Vidhalaya Ratlam	CBSE	66%

JOB Experience:

Currently Working

- Company Name** :- **Brain Master's Classes Pvt. Ltd.**
- Location** :- Geeta Bhawan, Indore
- Designation** :- IT Head.
- Experience** :- Networking, Server Management, CCTV Management, Savior Attendance Machine monitoring and maintaining, Working on wap server and its Updatons, Arrangement of Student Data, Report Generation, Analysis admission report and forward extract info to team, Gave training of data entry and operating various usefull software, solve technical issues, Windows Formatting and Software Installation, Managing all IT Assets including Hardware repair.





Company Name :- **Shirani Automotive Pvt. Ltd.(Volkswagen Indore)**
Location :- Dewas Naka,Indore
Designation :- Sales Consultant
Experience :- Sales

Training Undertaken:

- 30 Days MATLAB training at “COCOON, Indore”.

Project Undertaken:

- **Minor Project** : “FIRE ALARM SYSTEM”.
- **Duration** : 2 months
- **Team Size** : 3
- **Description** : It was a fire alert alarm which works when temperature of thermistor increases.

- **Major Project** : “HIGHWAYS SPEED CHECKER”.
- **Duration** : 6 months
- **Team Size** : 3
- **Description** : It is a system that gives speed of vehicles moving on highways.

Professional Skills:

- Basic knowledge of Website development, C and C++.
- MS-office,MS-Excel,MS-powerpoint,MATLAB,Tina pro.
- Working on local wap server software (worked on AccSoft 2.0).
- All knowlege about Internet.
- Development of blackberry apps.
- Knowledge of android and ios OS.
- Good command and expert level knowledge of windows(All versions including server), linux and mac.
- Having Good Knowledge of Computer Hardwares and Softwares.
- Having Experience of Networking, Server Management, Biometrics Management (worked on Savior) , Excellent knowledge of Savior and Time Office Management System.
- Worked as System Administrator, All Software and hardware Management.

Subjects of Interest:

- Principles of Management and Managerial Economics.
- Nanoelectronics.

Curriculum Vitae

Interests:

- Cracking all types of Softwares.
- Mobile operating system including ios, Android, Multimedia.
- Development of Blackberry apps.
- Net Surfing.

Extra Curricular Activities:

- Winner in Athletics(Long jump) in School sports meet.
- Winner in Athletics(100m,200m,long jump) at state level.
- Participated in “**National Social Science Exhibition**”.
- Participate in “**National Athletics meet**” at **LNIPU**(Laxmibai National Institute of Physical Education) in Gwalior.
- **Rajya Puraskar** passed in Scouts & Guides.

Personal Profile:

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|-----------------|---------------------------------|
| ➤ Name | : Anurag Khoiwal |
| ➤ Date of Birth | : 4 th November 1990 |
| ➤ Sex | : Male |
| ➤ Father's name | : Mr. Kishore Khoiwal |
| ➤ Mother's name | : Mrs. Krishna Khoiwal |
| ➤ Languages | : Hindi,English and Gujrati. |

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.



Anurag Khoiwal