**CURRICULUM VITAE**

# YOGESH KHATRI

Address:- Krisnanagar Society, Part-1,

Near Pasupatinath Mahadev Temple, NavaVadaj, Ahmedabad-380013 (Guj)

Mob : # +91- 8005917647 / 8290582187

E-mail : yogeshkhatri996@gmail.com

To achieve pinnacle of success and to work in a congenial, High Energy and bearing responsibilities, interaction with people and to learn new things.

# PERSONAL DETAIL'S

Name : Yogesh Khatri

Date of Birth : 9th - April 1996

Father's Name : Shri Jagdish Chandra

Mother's Name : Smt. Pushpa Devi

Sex : Male

Religion : Hindu

Nationality : Indian

Contact No. : + 91- 8005917647,

Marital Status : Unmarried

Languages Knowledge : Hindi, English & Gujarati.

# QUALIFICATION:-

**M.COM Complete** From JNVU, Jodhpur(Raj.) 2019 **B.Com Complete** From JNVU, Jodhpur (Raj.) 2017 **High Secondary** From BOSER, Ajmer, (Raj.) 2013 **Secondary** From BOSER, Ajmer, (Raj.) 2011

# TECHNICAL EXPOSURE & COMPUTER COURSE:-

I Have Completed Rajasthan State Certificate In Information Technology [**RS-CIT**] Course.From **VMOU, KOTA**-2014

I Have Completed **Diploma In Computer Application** From **RGCSM, Kota** 6 Month course 2018.

Tally from **NCVT, faridabad.**

# EXPERIENCE:-

**6 Month NIPPON KOEI INDIA PVT. LTD.** Profile Admin Executive **(Office Manager)** 2019 (Gandhinagar-Gujarat)

# TECHNICAL PROFILE& KNOWLEDGE

**OPERATING SYSTEM:-**

Windows Xp/Windows 7/Windows 8 &LunixOr Other System.

# APPLICATION PACKAGE & TOOLS:-

Ms-Office-Word-Excel-Power-Point, Ms Excel Vlookup, Ms Coreldraw Graphics Suite 11-12, Adobe Photoshop 7.0.And Etc Good Knowledge.

Pc & Laptop Format & Software Installation, Internet, Online Work, Hindi Typing English Typing Latter Type Etc. Good Expeprience.

# Strong Knowledge In Computer.

**STRENGTHS &ABILITIES:-**

Hard working & Devotion towards job Good communication skills

Always ready to learn new things. Excellent Communication Skills. Flexible in nature.

Self Motivated.

Ability to handle any situation with confidence & courage.

# HOBBY :-

Listen Music Playing Cricket Reading Books

# ACTIVITES :

Reading Books & Hard worker

# Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and bear the wholesome responsibility for the correctness of the particular.

# Thanking you

Date : Place:

# (Yogesh Khatri)