



CURRICULUM VITAE
MAHENDRASINH M PARMAR

Correspondence address: 3-78 Nansungbhaga Kankapura, Taluko-Borsad, District Anand Pin Code-388550	Contact No:	9925491677
	Email ID:	mahendraparmar139@gmail.com
	Job Profile :	Office Assistant
	Department;	QA and Regulatory Affairs
	Date of Birth:	26-11-1989
Language Known- Hindi, English, Gujarati	Marital Status:	Married

CAREER OBJECTIVE:

To attain a position in the field where my knowledge and interest will have valuable application. I have more than 5 years of experience in computer field and ability to solve technical problems and capability to take quick decision which should help me to participate in your reputed organization.

EDUCATIONAL QUALIFICATION:

Sr. No	DEGREE	BOARD/UNI.	CLASS	PASSING YEAR	SEAT NUMBER	PER%
1	S.S.C	GHEB GANDHINAGAR	Dis.	2007	B277584	74.92%
2	H.SC	GHEB GANDHINAGAR	Dis.	2009	B396070	79.57%
3	COPA	ITI VASAD	--	2012	21640021	73.50%
4	BCC	ITI VASAD	--	2012	--	--
5	COAP(Apprentice)	ATS	--	2014	0602183177	72.00%
6	BA	GUJARAT UNIVERSITY	Second	2015	5369	56.90
7	Basic Computer Skill	GKS Society Gandhinagar	--	2009	--	

EXPERIENCE:

"Presently I have been working with Care Group Sight Solution LLP as " Office Assistant computer operator" since March 2013 "

PERSONAL SKILLS:

Proficiency in MS OFFICE applications like Word, Excel & PowerPoint, proficient in use of internet Application in extracting information as well as communication purposes.

Job Profile Our Company

- ✧ Data Entry
- ✧ Excel work
- ✧ Typing
- ✧ Gujarati , Hindi Typing With Google Input Tools
- ✧ Scanning(Certificate of Analysis, Stability, product label and Other document)
- ✧ Document Send Out Side (Out Country and Internal Area)
- ✧ Emailing
- ✧ Document Notary and Legalized and Apostle
- ✧ Declaration of Conformity and Authority Letter prepared)
- ✧ Issue Format
- ✧ BMR review

Interested Area:

Export Department
HR Department
QA -QC Department

Declaration:

The aforementioned information is factual and accurate to the best of my knowledge and belief.



(Mahendra Parmar)