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| **Apply for the post of ‘PA cum Stenographer’** | |
| ***Mahendrakumar Vajubhai Solanki***  House No. 547, Indiranagar, Sector-24,  Gandhinagar- 382024, Gujarat State  Mo. 9924898523 / 9924989480 |  |

**Objective:**

Looking for Personal Assistant position in the organization.

**Summary of Qualifications:**

* Excellent in shorthand
* Have experienced in using Pitman method
* Have the following expertise :

Editing, transcription and interpreting of stenographic characters

* Have a skill in English typing

**Summary of Skills:**

* Excellent communication skills both oral and written
* Good interpersonal skills

**Educational Background:**

* SSC completed in year 2005 with 50.71%
* HSC completed in year 2007 with 53.71%
* Steno-cum-Computer Operator course completed in year 2008.
* GCC-Steno Examination is also passed.
* GCC-Type Examination is also successfully cleared.
* B.A. passed through Gujarat University with 52.28%.

**Professional Experiences:**

*1. Stenographer Grade-II, U N Mehta Hospital, Ahmedabad; at Present*  
*Responsibilities:*

* To record folders of patient's reports and bills
* To enter a data of patients and their medicines in a hospital software
* To maintain excel sheets of hospital staffs

*2. Stenographer, Legal Department, Sachivalaya, Gandhinagar; for 3 years*  
*Responsibilities:*

* Performed stenographic duties in professional office
* Performed grammar correction
* Provided transcript copies as required

*3. Personal Assistant, N.R.G. Foundation, Udyog Bhavan, Gandhinagar; for 1 year*  
*Responsibilities:*

* Performed phone operating duties
* Performed meeting arrangement duties in professional office
* Performed letter drafting duties
* Sometime translated Gujarati to English of provided letter
* Performed stenographic duties

*4. Stenographer, Legal Department, Sachivalaya, Gandhinagar; for 1 year*  
*Responsibilities:*

* Performed clerical duties
* Performed stenographic duties in professional office
* Performed grammar correction
* Provided transcript copies as required

**Salary Detail :**

* Current Salary - 3,60,000/-per Annum
* Expected Salary - As per term of organization

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