

Kuldeep Kumar Gangawat

Plot No.52, Near Birla Farm House,
Jhalana Gram, Malviya Nagar, Jaipur-302017
Mobile No. +91-9887531107, 8949060400
Email: -kuldeepgangawat@gmail.com

Date of Birth : 03 April 1985

Executive Profile

Enterprising Art post graduate from Rajasthan University majoring Computer & other Admin Work more than 5 years live experience other Industries
Positive attitude coupled with very high level of work ethics and a strong desire to achieve goal set.

Education:

M.A (Pub. Admin.)	Rajasthan University	- 2016
B. A (Pass) -	Rajasthan University	- 2005
Sr. Secondary-	Rajasthan Board Ajmer	- 2002
High School-	Rajasthan Board Ajmer	- 2000

N.C.C. "A" Certificate

Additional Qualification:

[Office Assistant Course: Kailash Computer Point Jaipur]
[Course Contains: M/S Word, M/S Excel, M/S PowerPoint]

[D.T.P: Gandhi Computer Institute & Information Technology Jaipur Bharatiya Vidya Bhavan]
[Course Contains: CorelDraw, PageMaker, Photoshop]

Technical Qualification:

[Computer Hardware : Birla Institute of Scientific Research Center Jaipur]
[Course Contains : Hardware, Repair, Service]
[Operating Systems : Windows 2000, Window XP, Linux]

Work Experience:

Company Name : **Eternal Heart Care Centre & Research Institute Jaipur.**
(NABH & JCI Accreditation)
Designation : OT Coordinator
Duration : 23rd July 2016 to Till Date
Job Responsibilities : Coordination with doctors for pre OT list & arrange Surgery
According instruments (Laparoscopic & C-Arm, Microscope).
Prepare Post OT and mail concert person.
Prepare Monthly Data (OT utilization, Asset Utilization)
Indent consumable item for OT's (Mask, Cap, Betadine,
Cleaning Solution etc.)
Maintain Surgery Records

Company Name : **Amity University Rajasthan.**
Designation : Office Executive
Duration : 13th Jan, 2014 to 20th July 2016

Company Name : **Suita Medical Store**
Designation : Computer Operator
Duration : Dec.2007 to 10th Jan 2014

AN ACQUAINTAINANCE WITH ME: -

Father's Name : Shri Vishweshwar Dayal Gangawat
Mother's Name : Smt. Kanta Devi
Languages Known : Hindi and English
Marital Status : Married
Nationality : Indian
Permanent Address : Plot No. 52, Near Birla Farm House Jhalana Gram
Malviya Nagar Jaipur - 302017

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date.....

Place: Jaipur

(Kuldeep Kumar Gangawat)