

RESUME

NAME: - KHOTARE VIJAY JAGANNATH

ADDRESS: - L 25 FHULE NAGAR, VIJAY CHOUK PETH ROAD PANCHAVATI, NASHIK-03

GENDER: - MALE

DATE OF BIRTH: - 28/03/1993

MOBILE NO: - 8806209079/8237937073

EMAIL ID: - khotarevk143@gmail.com

QUALIFICATION: -

<u>SR. NO</u>	<u>EXAM</u>	<u>BOARD</u>	<u>YEAR</u>	<u>PERCENTAGE</u>
1	SSC	PUNE	2008	57.69%
2	HSC	PUNE	2010	65.50%
3	DTED	PUNE	2013	77.30%
4	B.A	PUNE	2016	50.50%
5	M.A	PUNE	2019-20	55.56%

COMPUTER SKILL: -

<u>SR. NO</u>	<u>EXAM</u>	<u>YEAR</u>	<u>STATUS</u>
1	MS-CIT(MS WORD/EXCEL/P.P/W.PAD)	2013	PASS
2	COM. HARDWARE AND NETWORKING	2014	PASS
3	TALLY	2020	—

TYPING SKILL: -

<u>SR. NO</u>	<u>TYPING SPEED</u>	<u>YEAR</u>	<u>STATUS</u>
1	ENGLISH 30 WPM	2011	PASS
2	ENGLISH 40 WPM	2015	PASS
3	MARATHI 30 WPM	2015	PASS

HOBBIES: -

MODELLING, PHOTOSHOP, POEM AND STORY WRITING, READING, PLAY CRICKET, BIKE RIDE Etc.

EXPERIENCE: -

- **SETU OFFICE (MERI ZONE) AS A COMPUTER OPERATOR CUM CLERK (1 YEAR 2 MONTH)**
- **NASHIK MUNICIPAL CORPORATION OFFICE (OSSWAL COMPUTER Pvt.Ltd) AS A COMP. OPERATOR CUM DATA ENTRY OPERATOR (1 AUG 16 TO 1 JUNE 2017)**
- **EXCEL CORPORATION AS A OFFICE ASSISTANT CUM TYPIST/BILLING CLERK (9 JUNE 17 TO 31 NOVEMBER 17).**
- **INDIRA IVF HOSPITAL, Pvt Ltd. (NASHIK CENTER) AS A CUSTOMER CARE REPRESENTATIVE AND COMPUTER OPERATOR (3 DEC 2017 TO AT TILL DATE)**

I HEREBY, MY ALL INFORMATION IS CORRECTLY AND TRULY, IT NOT A FAKE OR INCORRECT. IT'S ALL INFORMATION MY OWN SELF.

PLACE: - NASHIK

DATE: - ___/___/2021.

**YOURS FAITHFULLY,
(KHIOTARE VIJAY JAGANNATH)**