

**Contact Information****Rohit Rajak****Email: rohitrajak72@gmail.com**  
**Mobile: 9179448369**  
**Current Location: no.2 purani tehri ward No.2**  
**Tikamgarh m.p**  
.....**Personal Information's****NAME: Rohit Rajak**  
**DATE OF BIRTH: 30-11-1994**  
**LANGUAGE PROFICIENCY: Hindi & Reading English**  
**MARITAL STATUSE: Single**  
**NATIONALITY: Indian**  
**Father Name: Kailash Rajak**  
**Gender: male****Professional & Educational Details**

Course	Subject	University/Board	Year of Passing	Percentage
10 <sup>th</sup> pass	HINDI,ENGLISH, SANSKRIT, MATHMATICS, SCIENCE, SOCIAL SIENCE	BOARD OF SECONDARY EDUCATION,MADHYA PRADESH, BHOPAL	2009	61%
12 <sup>th</sup> pass	HINDI,ENGLISH, ELE. OF SCIENCE, CROP PRODUCTION, ANIMAL HUSBANDRY	BOARD OF SECONDARY EDUCATION,MADHYA PRADESH, BHOPAL	2012	66%
B.A.	FOUNDATION, POLITICAL SCIENCE, SOCIOLOGY, HISTORY.	HARI SINGH GOUR UNIVERSITY, SAGAR	Total=(2000/913)	47%
CCA	M.S. WORD, M.S EXCEL, POWER POINT, INTERNET,	AMAN COMPUTER CENTRE, TIKAMGARH	GRAD-'A'	
PGDCA	1 <sup>st</sup> Sem. - System Analysis & Design, Visual Basic. Net, Internet & E-Commerce, Tally 2 <sup>nd</sup> Sem.- Fundamentals Of Computers & Information Technology, Introduction To Operating System (DOS, WINDOW, LINUX), PC Packages, Foxpro	Makhanlal Chaturvedi National University	2018	61%
CPCT	Compter Test + Hindi typing Qualify	COMPUTER PROFICIENCY CERTIFICATION TEST	2018	

### Interests

- CRICKET
- CHESS
- MUSIC
- READING BOOKS

### Technical Skills

- COMPUTER FORMATTING and WINDOWS & SOFTWARE INSTALLING
- MS WORD, MS POWER POINT, MS EXCEL, INTERNET
- TECHNICAL SUPPORT, E-mails

### Professional Experience

- NPR DATA ENTRY WORKING 6 MONTH EXPERIENCE
- COOPERATIVE BANK DATA ENTRY WORK 3 MONTH EXPERIENCE BUT NOT EXPERIENCE CERTIFICATE
- WOMEN AND CHILD DEVELOPMENT DEPARTMENT Disst. OFFICE TIKAMGARH M.P. (1 April 2015 to continue EXPERIENCE CERTIFICATE ) AND TIME OF PRESENT WORKING FOR ICDS OFFICE TIKAMGARH (Present Working)

### Objective

- TO GIVE MAXIMUM EFFORT TO ACHIEVE THE TARGET.

### About me

- I AM A VERY HARD WORKING AND ENTHUASTIC PERSON, WHO LIKES TO ENJOY DOING HIS WORK.
- I ALWAYS BELIEVE IN POSITIVE THINKING.

### My Key Attributes

- PUT YOURSELF IN THE PLACE OF THE CUSTOMER.
- GO TO THE CUSTOMERS LEVEL OF UNDERSTANDING AND USE SIMPLE AND COMMON WORDS TO FIND OUT THE ROOT CAUSE OF THE PROBLEM.
- WHILE GIVING INFORMATION ALWAYS BE POLIT AND SHOW SYMPATHY TO THE CUSTOMER.

### Declaration

- I HEREBY DECLARE THAT ALL THE INFORMATION GIVEN HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Place: Tikamgarh(m.p.)

Signature

Date: -----

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Rohit rajak