

CURRICULUM VITAE

PAYLET GURJAR

Permanent Address: Village – Chirawanda, Post – Chirawanda,

P.S. – Garhmora, Tah. : Nadauti, Dist. – Karauli (Rajasthan)

Current Address: Anand International College of Engineering Agra Road, Kanota Jaipur Rajasthan (303012) .Mob.: +919783849332 / +919079966065

E-mail Id :payletgurjar08@gmail.com / paylet.gurjar@anandice.ac.in

Career Objective:

A competent professional with **over 10 years** of work experience in the areas of Security, Vigilance, Back Office, Computer Operator & Administration. A keen analyst with good relationship management skills in dealing with internal, external customers, and other agencies. Team with excellent analytical & communication skills.

Education Qualification:

Subject	Board/ University	Year's
10th	Rajasthan Board Ajmer	2006
12th	Rajasthan Board Ajmer	2008
Greduation	University of Rajasthan Jaipur	2014
RSCIT	VMOU	2022
PGDCA	Jaipur National University Jaipur	2023

Professional:

- Computer Typing English 40wpm.
- Basic Computer Certification Desk-Top Publishing (DTP)

Working Experiences:

- Anand International College of Engineering From 13 Aug. 2018 to Present **(Admin Executive)**.
- L.K. Saddi Associate 15 Dec. 2016 to 10 Feb. 2018 (Back Office Operation).
- Essar Oil Refinery from Jan. 2014 to September 2016 (Computer Operator).
- Security & Vigilance, Gate Pass Management, Material Movement. CCTV Operating System.
- Working with team Spirit.

Responsibility:-

- **Maintenance-- (Carpenter, Painter, Plumbing, Electricity, Civil & Campus Infrastructure, Building Insurance, Event Decoration, etc.)**
- **Hostel Warden:- Hostel Student Manage in Hostel, Hostel Security, Boys Mess & Girls Mess**
- **(Back-office Operation, Maintenance Mainly, Purchase Indent Making, Order Entering, Price Quotation, Customer Query, Dispatch follow, Note-Sheet Making, Lift Management, Electricity & DG Maintenance, RO/STP/Pump House, Solar Management, All AMC Record, All Stock Register Maintain, All Office Record Proper, Purchasing Item etc.)**
- **Housekeeping**
- **Canteen**
- **All Campus Store**
- **Stationary**
- **Mess & Hostel**
- **Transport**
- **CCTV**
- **Security**
- **Event Coordination**
- **Hospitality**
- **Guest House**

Key Skills:

- Having Sound knowledge of access control i.e. Man and Material.
- Efficiently & tactfully controlling the mob.
- Ensuring proper Surveillance of defender
- Carrying out proper patrolling & thus ensuring security of company's material.

Personal Profile:

Father's Name	:	Sh. Ramesh Gurjar
Gender	:	Male
Mobility	:	Flexible
Nationality	:	Indian
Marital Status	:	Married
Languages	:	English, Hindi

Statement of Purpose:

I hereby declare that the information furnished above is true to best of my knowledge. My academic background, ability to work in team and analytical skills will definitely be an additional advantage is pursuing my objectives and contributing to your organization.

Date:- 03.08.2025

Place :- Jaipur **(PAYLET GURJAR)**