CURRICULUM VITAE

Rohit Kumar Gurjar

Cont. – 9694056568

E-mail – rohit.k.gurjar@gmail.com

OBJECTIVE

To Work in a Challenging Environment that will Test me all Levels and allow me to Utilize and Ameliorate my Professional as well as Personal Skill by way of Positive Contribution to the Organization While at the Same Time Being Resourceful, Innovative and Flexible.

EDUCATONAL QUALIFICATION

- 2010 **Master of Business Administration** from Rajasthan Technical University, Kota
- 2007 **Bachelor of Arts** form University of Rajasthan, Jaipur
- 2004 **Senior Secondary** from Board of Sr. Secondary Education, Ajmer, Rajasthan
- 2002 **Secondary** from Board of Secondary Education, Ajmer, Rajasthan

Computer Proffeciancy

- RS-CIT form Vmou Kota, Rajasthan
- Extensive knowledge of using computers in the field of data management, graphical and designing excel based and other data analysis tools.
- Convenient working with **MS Office** (MS-Word, MS-Excel, MS-Power Point) and Internet enable environment
- Hindi and English typing.

PROFESSIONAL BACKGROUND

- Working As A Office Assistant in **Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur** From Nov. 2011 To Till Date
- Managed the complete admission process from application receipt to final enrollment.
- Coordinated employee performance appraisal processes, including review documentation and reporting.
- Maintained confidential records related to disciplinary actions and administrative inquiries.
- Maintaining and circulating data for various government portal like NBA, AICTE, RTU and State Govt. NOC.
- Worked extensively with ERP systems for employee data management, attendance tracking, leave processing**.**

CURRICULUM VITAE

STRENGTHS

- Punctuality
- Self-Motivated
- Good Communication Skills
- Hard Working

HOBBIES

- Reading
- Listen to music,
- Travelling

PERSONAL INFORMATION

- Date of Birth :- 22 May 1986
- Born in :- Jaipur, Rajasthan
- Marital status :- Married
- Language Known :- Hindi & English

DECLARATION

I Hereby Declare that the above Mentioned Information is True to Best of my Knowledge and Bear the Responsibility for the Correctness of the above Mentioned Particulars.

Place: - …….

Date: - …. /…./…… **(Rohit Kumar Gurjar)**