



MOHIT SAYANI

Resume

Contact:

📍 4-F-5, Second Puliya, CHB
Jodhpur (Raj.) 342008

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PERSONAL PROFILE:

Father's Name : Mr. Narendra Sayani

Mother's Name : Mrs. Jyoti Sayani

Date of Birth : 16th May 2005

Nationality : Indian

Marital Status : Unmarried

Languages known : English, Hindi & Regional

KEY STRENGTH:

- Co-operative
- Soft-spoken, Creative, Positive Attitude
- Punctual, Dedicated, Helping Nature

OBJECTIVE:

To work in a challenging environment where I can use my skill knowledge and improve my experience with hard work and dedication to serve the organization with company vision and value. Commitment to perform better quality work.

EDUCATIONAL QUALIFICATION:

- Sr. Secondary in Commerce Stream from Board of Secondary Education, Ajmer.
- Secondary from Board of Secondary Education, Ajmer.

COMPUTER PROFICIENCY:

- MS Office, Internet.
- Telly prime
- Microsoft excel { Advanced level }
(International certificate {varified})

SKILLS:

- Problem-Solving Skills
- Communication Skills
- Leadership Skills
- Database Management
- E-Documentation

WORK EXPERIENCE:

- Rudra Printing Centre /
Computer Operator 01/03/2023-28/05/2023
- Operate Computer System &
Associated equipments.
- Performed General Data Entry Using
Microsoft Office & Word.
- ASG Eye Hospital. Performed Daily
Transactions Are Entered On
Accounting Software

DECLARATION:

I do hereby declare that the above-mentioned information is true to my knowledge and believe.

Date:

Place: Jodhpur

(MOHIT SAYANI)