



## MOHIT SAYANI

# Resume

### Contact:

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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)