

Curriculum-Vitae

Naveen Gaikwad
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(M.P)
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Career Objective:-

To work in challenging and dynamic environment to keep adding value of myself and simultaneously contribute to the growth and success of organization. Self and simultaneously.

Educational Qualification:

- 10th passed from M.P. Board, Bhopal.(passing year 2006)
- 12th passed from M.P. Board Bhopal.(passing year 2008)
- Bachelor in Computer Applications (B.C.A) completed from IGNOU (2014 pass out)

Other Qualification:

One year advance diploma in computer application. (A.D.C.A.P).

Certification in “C” programing. (Basic knowledge of website layout design)

Working Skill:-

MS Word, MS Power Point, MS Excel, Email writing, Email drafting, Research On internet, social media marketing, Data Entry work, clerical work, supervision of project and management.

Work Experience:-

- 1 Year Experience in Office Assistant as a Computer Operator at Shri Ganesh Buildtech.
- 6 month Experience of business development executive at The Equicom Financial Research Private Ltd.
- Worked as an assistant programmer in election department of Indore collect orateoffice through World Class Services Pvt.ltd.(2017 to 2021)
- Worked as Production Supervisor in Winners Engineering. (April 2022 to July 2022)
- Currently working at Mayor Secretariat office Indore as a back office assistant and meeting management executive.

Key Strength:-

- Strong communicator both written and oral
- Excellent problem solving skills
- Analytical ability and attention to detail
- Customer focused and solution drive

Personal Profile:

Father's Name : Late. Vijay Gaikwad (Retired govt. servant)

Mother's Name : Mrs. Sangita Gaikwad (Housewife)

Date of Birth : 31/07/1990

Marital Status : Married


Hobbies : Music, Games & writing

Languages known : English, Hindi & Marathi

Nationality : Indian

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:**Place: - Indore**
(Naveen Gaikwad)