

: *Curriculum vitae* :

Personal Details

Name : MEHUL MANSINGRAV PAWAR
Father Name : MANSINGRAV SHAYMRAV PAWAR
Permanent Address : "Prakruti", Manekpara, St.No-6, AMRELI - 365 601(Gujarat)
Telephone No. : (R) +912792 224878
Mobile No. : +91 94261 25735
E-mail : mmp.ksc@gmail.com
Date of Birth : 24/6/1985 (24th June, 1985)
Birth of Place : Mavjinjva (Dist.-Amreli, State-Gujarat)
Native Place : Amreli (Dist.-Amreli, State-Gujarat)
Sex : Male
Cast : Hindu Rajput Maratha
Marital Status : Married
Language Known : English /Gujarati / Hindi
Nationality : Indian
Religion : Hindu
Employment No. : 200302779

Educational Qualification

S. S. C. : G.S.E.B. / March – 2000 / 64.14% / Amreli
H. S. C. : G.S.E.B. / March – 2002 / 67.17% / Amreli
B. A. : Saurashtra University / March – 2006 / Second Class/ Amreli
D. C. S. : Saurashtra University / March – 2007 / Second Class/ Amreli
M. A. : Saurashtra University / March – 2009 / Pass Class/ Amreli
C. C. C. : B.A.O.U / October – 2007 / First Class with Distraction / Amreli
SCOPE : Cambridge University / August – 2011 / B2/3 / Amreli

Personal Summary

A highly competent, motivated and enthusiastic office assistant and computer operator, experience of working as a part of team in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to office staff and work colleagues. Easily approachable, well presented and able to establish good working relationship with a range of different people. Possessing a proven ability to generate innovative ideas and solution to problems.

At Present

Working as an Office Assistant & Computer Operator, Since 11/08/2006 at
Kamani Science College & Prataprai Arts College, Bhavnagar Road, Amreli (Gujarat)

Working as a part of supporting office staff. Responsible for the day – to – day tasks and administrative duties of the office as well.

Duties

- Typing document and distributing document
- Faxing, Printing, Photocopying filling and scanning
- Maintaining Fax, Printer, Photocopier and other hardware
- Installation for Computer and updating software
- Creating and modification document using Microsoft office
- Maintaining LAN and Internet
- Dealing with all general emails and calls on behalf of the office
- Accurate work data and keeping of records
- Printing computer stationary, flax Printing and other printing materials
- Responsible for the ordering of stationary, Printer and photocopier toner
- Toner Refill for Printer, photocopier and fax
- Maintaining Filling System for office record

Key Skills and Competencies

- Strong organizational, administrative and analytical skills
- Proof reading and computer skills.
- Ability to maintain confidentiality
- Working knowledge of all Microsoft Office Packages, Corel Draw, Photoshop, PageMaker, and Illustrator.
- Knowledge of Excel & other specialist database tools & Software

- Ability to type Gujarati, Hindi, English Languages
- Well presented, articulated and good communicator
- Able to work effectively in a fast busy office and when under pressure

Experience

- Worked as a Computer Operator, at Devkamal Computer, Amreli for 1 years
- Worked as a Clerk in Dr. Babashaheb Ambedkar open University during 2009-2010.
- Worked as a Laboratory Assistant in Dr. Babashaheb Ambedkar open University during 2006 – 2011
- Working as an Office Assistant & Computer Operator, at Kamani Science College & Prataprai Arts College, Amreli since 11/08/2006

Hobby

- Music, News Paper Redding, T.V. News Watching, Internet surfing

Reference

Dr. A. H. Patel

Principal (I/C)

Kamani Science College & Prataprai Arts College, Amreli

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