



SHIRISHKUMAR K. PARMAR

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PERSONAL STATEMENT

To work in an extremely challenging environment where I can fully utilize my theoretical & practical skills, efficiency and responsibility, in facilitating towards the growth of the organization and at the same time to grow and evolve in my expertise.

INDUSTRIAL EXPOSURE

22nd October 2018 to Conti.

The H. B. Kapadia New High School - Chandkheda

Office Admin / Clerk

Description:

- Worked with school software and all school computer work.
- Handling Inquiry and admission of Std. 1 to 12
- Making all govt. Patraks
- Fees collection std. 6 to 12
- Day to day maintenances of campus
- House keeping
- Organising events and activities.
- Typing question papers, worksheets, circulars from grade 6 to 12
- All types of School work.

1st August 2018 to 30th September 2018

Ananya Vidyalaya - Chandkheda Office

Admin / Clerk

Description: Worked with school software and all school computer work.

14th October 2016 to 31st July 2018

SAI Vidhyamandir - Adalaj

Office Admin / Clerk

Description: Worked with school software and all school computer work.

18th November 2013 to 30th March 2014

Mahalaxmi Rubtech Ltd.

I. T. Field (Information Technology)

Description: Worked with Networking and Software Installation and Computer Repairing.

2006 till 2007

SARSWATI EDUCATION TRUST

Computer Assistance/Field Worker

Description: Worked with Sarswati Education Trust as Computer Assistance/Field Worker.

Key Result Area:

- ❖ knowledge in TSC Project & Other Project
 - ❖ knowledge in Project Proposal
 - ❖ knowledge in Data Validation in HIV-AIDS Project
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2002 till 2006

VADHIYAR NIKETAN, Patan

Computer Assistance/Field Worker

Description: Worked with Vadhiyar Niketa, Patan as Computer Assistance/Field Worker.

01st November 2000 till 03rd March 2002

ITI, Balisana

COPA Student education

01st September 2000 till 11th November 2000

ITI, Sidhpur

COPA Student education

Other Experiences Include:

- Experience as Computer Teacher & Job work from 03 years at LABH COMPUTER CLASSIC, UNJHA
- I have an Experience of Computer Teaching in Short term Course from 30/07/2000 to 08/10/2000 at COMPUTER EYE, (Govt. of Gujarat approved) (Zenesys InfoTech) Sidhpur
- I have an Experience in Computer Data-Entry in 91-Patan Assembly Election, 2002 at Prant Office, Patan
- I have also Knowledge in Computer Hardware, Internet & Other Programming Software

ACADEMIC CREDENTIALS

2000

COPA (Computer Operator and Programming Assistant)

I. T. I. Patan

1996

1994

Higher Secondary

G.S.E. Board, Gandhinagar

PERSONAL DETAILS

Father's Name : Shr. Parmar Kalidas Ramjibhai
Date of Birth : 25th August 1974
Gender : Male
Nationality : Indian
Linguistic Skills : English, Gujarati & Hindi
Permanent Address : E-401, Aaradhya Homes, Opp. Earth School,
Chadkheda, Zundal, Ta. Dist. Gandhinagar – 382424.
Corresponding Address : E-401, Aaradhya Homes, Opp. Earth School,
Chadkheda, Zundal, Ta. Dist. Gandhinagar – 382424.

I hereby declare that the above details furnished are true up to my knowledge.

Date: / /201
Place: Chandkheda

Sign.
SHIRISH PARMAR