

# Resume

Date : 01.11.2017

Name : Jigar Suthar R. Mob. No.(9662778117)  
Adders : 72, New Aarti Soc.,  
B/H. VaibhavHall,  
Ghodasar, Ahmadabad,.  
Date Of Birth : 25-08-1988.  
Age : 29  
Gender : Male  
Height : 5.8"  
Weight : 57Kg.  
Hobby : Cricket, Reading & Music  
Marital Status : Single  
Nationality : Indian Hindu- Gujarati.  
Languages Known: English, Hindi, Gujarati,

## EDUCATION:

S.S.C. Gujarat Board Passed In 2004 With Second Class.  
H.S.C. Gujarat Board Passed In 2006 With Second Class.  
I.T.I Passed With Consumer Electronics With Distinction.  
T.Y B Com. (External).

## Experience:

- **Computer Work Practical In office Routine Work. M.S. office, Tally, Commercial Correspondence etc.**
- **From 2008 to 2011 I Worked Technolab Instruments services Ahmadabad. Clerical Work Account – Payment Recovery., Sales & Service of Lab. Instruments.**
- **From 1.4.11 To 31.10.17. I Worked at Nehmil Enterprise Clerical Work Account, Excise Duties work, vat taxation, and other Misc. Office Routine work. – Payment Recovery.**
- **From 1.11.17 To Continue Work at Safepowerengineering Pvt Ltd Clerical Work Account, GST work and other Misc. Office Routine work. – Payment Recovery.**

## Declaration

I hear by declare that above particulars are True to the best of my knowledge and belief.

If I am offered an opportunity to work, I will discharge the duties entrusted to me to the best of my capacity and to the entire satisfaction of my superiors.

Thanking you,

Your faithfully,

( Jigar Suthar)