

Curriculum – Vitae

DHIRAJ KUMAR TAK

Permanent Address :-

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Bhilwara – 311001 (Raj.)

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Objective :-

To become a versatile and skilled professional with leadership qualities and excellent hands-on experience in developing and improving organization. An assertive manager with outstanding interpersonal, communications, negotiation and people management skills.

Employment History (Overall 20 Years Experience)

From Last 20 Years working as a Institution Management and Computer Faculty

Similar within 20 years having these experience

- ❑ Involve in Computer Sales Service and Running Own Institutions for Computer and Management Education.
- ❑ 3 Years Running a APTECH ATTEST Direct Centre for MITSDE , PUNE (Online Examination)
- ❑ 5 Years running own E - Commerce business (Home Decor) as Owner.
- ❑ 5 Years Import Export Experience.
- ❑ Currently Exclusive partner of USA based saffron company and recently launched saffron brand HERAY SAFFRON.

Employment Profile :-

- ❑ Performed hardware and software installations and provided high-level customer care, training, and technical support.
- ❑ Assembled and installed a wide array of computer systems and peripheral hardware.
- ❑ Manage Own business through Social Media via sponsored advertisement.

Educational Status :-

Name of University	City	State	Degree / Diploma
M.D.S. University	Ajmer	Rajasthan	Bachelor of Arts
RBSE	Ajmer	Rajasthan	12 th
RBSE	Ajmer	Rajasthan	10 th

IT Skills :-

- ❑ 1 Yrs Diploma in Software Management (DISM) From Aptech Computer Education.

Specialization :- (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Windows NT/98/95, Database Management, Tally).

Expertise Section :-

- ❑ Systems Management
- ❑ Team Leadership and Mentoring

Strength :-

* Loyalty * Positive Attitude * Energetic * Leadership * Team Leader * Expertise * Initiative * Patience * Hard Worker * Creativity * Problem Solving * Assertiveness.

Expected Salary

10.20 PA

Personal :-

Father's Name	-	Sh. Rajmal Tak
Date of Birth	-	March 09 , 1983
Nationality	-	Indian
Gender	-	Male
Marital Status	-	Married

Date :-**Place :-**

[DHIRAJ KUMAR TAK]