

Joy Makwan
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Gujarat
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OBJECTIVE

To be an extra ordinary performer in the intuition by acquiring knowledge and implementing the same with best of my capabilities and skills.

ACADAMIC QUALIFICATION

<u>EXAM PASSED</u>	<u>SPEACIALIZATION</u>	<u>BOARD/ UNIVERSITY</u>	<u>PERCENTAGE</u>	<u>YEAR OF PASSING</u>
B.Com	Commerce	Gujarat University	53	2017
H.S.C.	Commerce	Gujarat Higher Secondary Board	54	2012
S.S.C.	Gujarati Medium	GBSC	57	2010

COMPUTER LITERACY

Ms-Office and Well versed with Internet operations.

Experience

- Worked in **GTPL as Business Analyst**, which includes working with organisations to help them improve their processes and systems. Conducting research and analysis in order to come up with solutions to business problems and help to introduce these systems to businesses and their clients.
- Worked in **Fusion Even as Computer operator and Manager**. The job includes Monitoring the operation of various servers, hosts systems and network components.Organising the data centres security and maintenancerequirements. Resolving user problems by answering questions andrequests. Cleaning, adjusting and making minor repairs to computerequipment. Carrying out regularly scheduled uploads or downloads of data.
- Worked in **HDB Financial services (HDFC) as Assistant Offer**, Assisted in the efficient daily operations of the computer systemsdivision. Planned and carried out daily tasks as directed by management. Generated day-to-day reports on operations and repairs, asrequired. Took appropriate follow-up actions on all pending customerqueries. Reported incidents to the appropriate seniorpersonnel.

PERSONAL INFORMATION

Birth Date	: 10th Sep 1992
Language Known	: English, Hindi, Gujarati.
Marital Status	: Unmarried
Hobby	: Listening music, traveling, sports.

I hereby declare that all statements made in the above Resume are correct. I understand that I am liable to be disqualified at any stage if the information given is found to be incorrect.

Yours Sincerely,

Joy Makwan