**Resume**

**Name: SAGAR RANA**

**Contact No. :** +91 9016134194

**Email Address:**sagar53228@gmai.com

**Career Objectives:**

To attain the theoretical and practical work experience in a organization where I can utilize all my resources to the optimum capacity, strengthen my technical and managerial skills and will have an opportunity to discover the latest advances done in the field of Computer Operator .

**Education:**

Completed CCC & Master in Software in Oct’ 2015 from Taksh Computer Classis at Khambhat, Godhara Uni with C+ Grade.

Completed HSC in March’2017 from GSEB with 60%

Completed SSC in March’2012 from GSEB with 63%

**Experience:**

Currently working in **SHAKARPUR GRAM PANCHAYAT as (COMPUTER OPERATOR)** from March’2015 looking after All type computer work(Excel,Word,Power Point)

* Worked in **MAMLATDAR SEVA SADAN** **as (COMPUTER OPERATOR)** at Khambhat.

**Performance Highlights:**

* Experienced in maintaining daily, weekly and monthly records of the complaints and coordinating with the concern department for the closure and updating in the register.
* Coordinating with the customers for their grievance pertaining to the common area services and providing solutions for them.
* Improved the safety environment in entire plant by Audits with the concern team.
* Updating daily break down data, management reports and MIS report.

**COMPUTER SKILLS**

* MS Office (Word, Excel, Power Point)
* Facility Commander Wnx

**INTERPERSONAL SKILL**

* Hardworking and self motivated
* Positive Attitude

**Personal details**:

**Address**: CHOUK NEAR KABIR TEMPLE, KHAMBHAT DIS.ANAND 388620

**Date of Birth**: 22ST NOV 1996

**Languages known:** English, Hindi, Gujarati

**Marital Status**: married.

**Declaration:**

I hereby declare that the above information furnished here is true to that of my knowledge and belief.

Date :

Place :

 **SAGAR RANA**