

RESUME

MAHIMA JAIN

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CAREER OBJECTIVE

- To work for growing & established company, willing to work as a key player in such a challenging and creative environment.

WORK EXPERIENCE

- One Year Seven Months experience Micro Clinic India Pvt. Ltd as a Source Coordinator.
- Six Months experience in Syncom Formulation as a Computer Operator.
- Six Months experience in Jetking Infotrain Ltd. as a Front Office Executive.
- Two Years Six Months experience in Blue Cross Labs Ltd. as an Office Coordinator.

PROFFESIONAL QUALIFICATION

- RHCSA Certified
- O Level from NICT Indore with B(74%) grade.
- JCHNP(Jetking Certified Hardware & Networking Professional)
From Jetking Infotrain Ltd., Indore in year 2011 with A grade.

EDUCATIONAL QUALIFICATION

- 12TH

TECHNICAL KNOWLEDGE

- **Operating System:-** Installation Microsoft Windows XP, Windows Vista, Ubuntu 14.01,RHEL 7.0
- **Hardware:-**Assembling, Configuration & Maintenance of PC.

Packages:- MS-office 2003, 2007 (Word, Excel, Power Point) & installations of Drivers and Software.

ACHIEVEMENTS

- Got trophy from JAIN TRUST Indore .
- Won first prize in **IT Tact Concoout'17** in TLSU Vadodara
- Got Goldmedal for **IT training good performance** from TLSU Vadodara
- Got Silvermedal for **Cricket participation** from TLSU Vadodara
- Got mometo from JAIN TRUST Indore for presentation on **Cashless**.

STRENGTHS

- Punctuality
- Honest
- Self Confidence

PERSONAL DETAILS:

- Date of Birth : 15-02-1987
- Father's Name : Mr. Hemant Jain
- Marital Status : Married
- Languages Known :English & Hindi.
- Permanent Address : A-202 Neha app,opp jila panchayat
Near collectorat indore
- Alternate No. :7722977798
- Hobbies : Listen songs

DECLARATION

I hereby declare that the information given all above is true to the best of my knowledge and belief.

Date:

Place: Indore

Mahima Jain