

# RESUME

## **Kapadiya Jatin Kumar Pankajbhai**

Ahwa, Dang, Gujarat – 394710

Email: kapadijatin5@gmail.com

Phone: +91-91040 87951

## **Career Objective**

Detail-oriented and driven Bachelor of Arts graduate from Veer Narmad South Gujarat University, seeking a challenging role in a progressive organization. Committed to leveraging strong interpersonal, analytical, and problem-solving skills to contribute to organizational growth while continuously upgrading personal competencies.

## **Education**

<b>Degree / Examination</b>	<b>Institution</b>	<b>Year</b>	<b>Percentage</b>
Bachelor of Arts (B.A.)	Veer Narmad South Gujarat University (VNSGU)	April 2024	61%
Higher Secondary Certificate (HSC)	Gujarat Secondary Education Board (GSEB)	2021	57%
Secondary School Certificate (SSC)	Gujarat Secondary Education Board (GSEB)	2019	45%

## **Professional Experience**

### **Field Officer**

Agro King Industries, Gujarat

*May 2025–June 2025*

- Conducted field assessments and gathered relevant agricultural data.
- Facilitated communication between the company and rural stakeholders.
- Supported planning and implementation of field-level activities.
- Assisted in daily operational reporting and team coordination.

## **Technical Skills**

- **Operating Systems:** Microsoft Windows.10/11
- **Productivity Tools:** MS Word, Excel, PowerPoint (Basic Proficiency)
- **Typing Proficiency:** English, Gujarati, Hindi
- **Internet Skills:** Email, Web browsing, Google Applications

**Languages Known**

- Gujarati: Native Proficiency
- Hindi: Fluent
- English: Basic Working Knowledge

**Hobbies & Interests**

- Traveling and exploring new cultures
- Singing and music appreciation
- Personal development and learning new skills

**Declaration**

I hereby declare that the information provided above is accurate and complete to the best of my knowledge and belief.

Date:

Place: Ahwa, Dang