

# JITENDRA PATEL

Online International activities report per month, Two General meeting Circular - Minutes, One BOD meeting minutes, Monthly activities report and other computer PPTs files and designing work.

## Address

61/Dattatery Society, Morabhagal, Beshan Road, Render, Surat

**Phone** 8733955754

**E-mail** jpatel610@gmail.com

**Date of birth** 1977-10-21

## Experience

2011 - present

### **CLEARK, COMPUTER OPERATOR CUM SUPERVISOR**

*LIONS CLUB OF SURAT NORTH, LALJINAGAR ADAJAN, SURAT.*

COREL, PHOTOSHOP, GUJARATI-HINDI (INDICA FONTS), ENGLISH TYPYING

2009 - 2011

### **COMPUTER LAB INCHARGE WITH GRAPHIC DESGIN CUM D.T.P. OPERATOR**

*SHRI DHANVANTARY PHARMACY COLLEGE MANAGED BY SHREE SAHKAR EDUCATION TRUST*

COREL, PHOTOSHOP, GUJARATI-HINDI (INDICA FONTS), ENGLISH TYPYING

2001 - 2009

### **GRAPHIC DESIGN CUM D.T.P. OPERATOR**

*HESHMA ART PRINTERS, GOPIPURA, SURAT*

COREL, PHOTOSHOP, GUJARATI-HINDI (INDICA FONTS), ENGLISH TYPYING

## Education

1999 - 1997

### **DIPLOMA IN COMPUTER APPLICATION IN SOFTWARE (D.C.A.)**

NAVYUG VIDHYABHAVAN TRUST, RANDER, SURAT

RESULT : Pass (C GREADE)

1995 - 1997

### **I.T.I. SURVEYOR**

MANIBEN PITHAWALA GRANTED ITI, RANDER, SURAT

RESULT : Pass

1994 - 1995

### **SECONDARY SCHOOL CERTIFICATE (S.S.C.)**

M.M.P. SCHOOL, RANDER, SURAT

RESULT : Pass

## Certificates

2001

D.T.P. (COREL, PHOTOSHOP, PAGEMAKER WITH GUJARATI, HINDI TYPING)

## Skills

COREL

PHOTOSHOP

PAGEMAKER WITH GUJARATI - HINDI TYPING (INDICA SOFTWARE)

MS OFFICE