

## **Pandya Anjali Jyotindraprasad**

Computer Lab Assistant  
Government Science College,  
Idar, Sabarkantha-383034  
Gujarat(INDIA)  
pandya.anjali1997@gmail.com



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To work in an innovative & challenging environment equipped with the state of art technology that enhance my skill & knowledge my desire & drive to succeed will be an asset, which I will contribute the organization growth.

### **Education**

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B.C.A in Insb BCA & PGDCA College, Idar (2017)  
PGDCA in Insb BCA & PGDCA College, Idar (2018)

### **Professional Positions**

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**Computer Lab Assistant**,: Government Science College, Idar (1 Mar 2020 till date)

### **Profile**

#### **Technical Skills**

- Maintain of Computer Labs
- Install and Maintain Desktop Technologies
- Investing, Diagnosing and Solving computer Software and Hardware Faults.
- Microsoft Office Suite.
- Composing of data in Gujarati and English.
- Clerical Typing Work.
- Formatting and Editing Reports
- Working knowledge of LAN
- Solve Computer System issues.

#### **Conference/ Seminars/ Workshop**

- Event on “Start-Up Sabarkantha conference-Expo & Award” held on 5th August, 2015.
- webinar on “big data & analytics” held on 21st may, 2020.
- Academic Project : Online Wedding Planning system.

#### **Special Achievement**

- SABARKANTHA DISTRICT BHARAT SCOUT & GUIDES ASSOCIATION RAJYA PURASKAR

#### **Personal Details**

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**Date of Birth:** 19<sup>th</sup> Sept 1997

**Marital Status:** Unmarried;

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

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Information provided is authentic and sufficient but will be glad to furnish any more if needed.

Anjali J Pandya