

## RESUME



### JEETENDRA SINGH RATHOUR

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Address : Ward No. 1 Village – Balbahra, Post – Dhangawan, Tehsil- Jaithari, Distt. – Anuppur (M.P.) Pin 484330

### CAREER SUMMARY

To make my career in **Computer Operator Cum Accountant** by using my good management skills for the mutual growth of organization.

### WORK EXPERIENCE

- Total 11 years
- I have Worked As Clerk in Saraswati Higher Secondary School Jaithari (M.P.) since -2006 to 2010.
- I have Worked As Site Supervisor Bajaj Electricals Ltd RGGVY PROJECT Anuppur (M.P.) since -2011 To 2013.
- I have Worked As Computer Operator Jila Sahkari kendriya bank maryadit Shahdol Jaithari Branch (M.P.) since – May 2017 TO June 2019.
- I have Worked As Security Co-ord and Ops SUP at G4S SECURE SOLUTIONS INDIA PVT LTD BANGLORE (Karnatka) since- May 2021 To July 2022.

### KEY SKILLS

- Ability to interact effectively with people at various social levels and across diverse cultures.
- Physically fit and able to climb stairs, ramps and ladders.
- Can work in adverse outdoor weather conditions such as cold, rain or heat.
- Able to convey information clearly to members of the public.

### PERSONALITY TRAITS

- Always having a neat and professional appearance.
- Can operate on an “on-call basis”.

- Able to work a flexible schedule, including evenings, weekends and holidays.
- An effective team player.
- Willing to work overtime without advance notice.

## ACADEMIC QUALIFICATIONS

COURSES	BOARDS/UNIVERSITY	PASSING YEAR	PERCENTAGE
10 TH	MPBSE BHOPAL	2002	50.4 %
12TH	MPBSE BHOPAL	2005	54 %
BSC	MPBOU BHOPAL	2009	55.12 %
PGDCA	MMYVV JABALPUR	2014	68.23%

## PERSONAL DETAIL

Fathers Name - Shri Dashrath Singh Rathour  
 Mothers Name - Smt. Ramkali Rathour  
 Date Of Birth - 14 Jun 1987  
 Language Known - Hindi & English  
 Marrital Status - Married  
 Nationality - Indian  
 Reliegon - Hindu  
 Hobbies - Watching games, movies  
 Permanent Address - Ward No. 1 Village-Balbahra, Post-Dhangawan, Tehsil- Jaithari  
 Distt.- Anuppur (M.P.) Pin – 484330

## DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place : JAITHARI  
 Date :

JEETENDRA SINGH RATHOUR