

# Mr. JAY DINDORKAR



## Contact

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## Languages

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- 1) English
- 2) Hindi

## OBJECTIVE

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Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

## Skill Highlights

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- Graphic Desiging
- English & Hindi Typing
- Computer Hardware
- Tally Accounting

## Experience

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Graphic Designing work - 2018 to Continue...

### Software Skill

- CorelDraw
- MS Word
- MS. Powerpoint
- Adobe Photoshop (Basic)
- MS. Excel

## Education

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Bachelor of Art : Hindi literature - 2020  
DAVV University, Indore

## Certifications

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Diploma in Computer Application - 2021  
MCU, Bhopal

Computer Proficiency Certification Test - 2020  
Government of Madhya Pradesh

Tally Accounting Certificate