**Resume**

**Dhirendra Singh Panwar** **Mobile:** 8103755940

 **E-mail:** dhirupanwar1245@gmail.com

**Objective:**

Day by day working with new challenges with different field so I can improve my ability and add new skills in me. I want to secure my position in particular organization those where new opportunity and challenges arrivals.

**Working Experience:**

* Presently Working with Network for Information and Computer Technology, Indore as Faculty Member to Provide IT Education and Book Translation since November 2010.
* As a Part-time Computer Faculty in Gurukul Technical Institute, Indore since March 2008
* 3 Year Experience in Marico Ltd as Sales Coordinator from December 2006 to October 2010
* 3 Year Experience in Arpit Vishal Enterprises as Accountant cum Sales Coordinator from 2004 to 2006.
* 4 Year Experience as Computer Instructor cum Office In-charge in Shri Mishrilal Gangwal Jain Vidya Niketan, Indore (From 2000 to 2003)
* 4 Year Experience as DTP Operator in Baba Books from 1996 to 2000.

**Technical Skills:**

* ‘O’ Level form National Institute of Electronics & Information Technology
* Diploma in Tally (Familiar with all version of Tally including Tally ERP 9)

### Application:

### MS-word, Ms-Excel, Corel Draw, Photo-Shop, PageMaker

* C, C++, Visual Basic, Html
* Typing Speed: English 45-50 word per Min and Hindi 30-35 word per min.
* SDL Trados, Wordfast, Deja Vu, OmegaT, TransSuite2000, Transit

**Education:**

* Bachelor of Commerce (B.Com) from DAVV, Indore 2001
* 12th (PCM) from MP Board, 1997

**Personal Profile:**

Date of Birth : 01st August 1978

Permanent Address : 54, Rukmani Nagar, Chhota Bangarda Road, Indore

Gender : Male

Marital Status : Married

Language Know : English, Hindi

**Declaration:**

I solely acknowledge that the above presented information is true to the best of my knowledge.

**Dhirendra Singh Panwar**

Place: Indore