



SANJAY RAO

Summary

To build career in a growing organization where I can get the opportunities to prove my abilities by accepting challenges and fulfilling the goal by climbing the ladder of excellence through continuous learning. As a fresher I am seeking an entry level opportunity where I can utilize my skills.

Contact

 8318492960

 Sanjayraokpr@gmail.com

 Varanasi, UP

Skills

- Good communication skills
- Leadership quality
- Cheerful attitude
- Creative & Informative

Languages

-  English
-  Hindi

Education

- **Post-Graduation M.A Geography (Hons)**
Maharaja Suhel Dev State University
(2021-2023) (1st division)
- **Graduation B.A Program**
Veer Bahadur Singh Purvanchal University
(2015-2018) (1st division)
- **Intermediate (10+2)**
Karnataka Pre University Board
(2012 – 2014) (1st Division)
- **High School (10th)**
Uttar Pradesh State Board
(2010-2012) (1st Division)

Areas of Expertise

- Course on Computer Concept (CCC) (NIELIT)
- M S Office

Work Experience

- **Office in charge** at IBT Institute Pvt. Ltd. (**Ranchi**)
- **Office Coordinator** at Drolia Distributors

