Curriculum Vitae

**SUNIL S. VANKAR**

**OBJECTIVE:-**

To work in an organization which provides a competitive learning environment to help me enhance my skills and to grow and contribute along with the organization.

To be highly focused by prompt, efficient and remain personalized taking deadline which is

key to the organization values.

**WORK EXPERIENCE:-**

**PREVIOUS EXPERIENCE :-**

Working with HCG Medi - Surge Hospitals PVT.LTD. Ahmedabad as a Assistant HR. and Time Keeper. from March 2008 to Sep 2009.

**JOB RESPONSIBILITIES :-**

Recruitment, Orientation. issue of id card, Finger Registration in Bio Metric Punching Machine, Maintaining Leave Cards, Maintaining in Services Files, Assisting in Statutory Work ,Assisting in Salary Preparation ,Assisting in Over time Preparation, Helping in all Activities Related HR Working in software.

**PREVIOUS EXPERIENCE :-**

Worked with Telemedicine as a computer operator and Technician from June 2007 to February 2008.

**JOB RESPONSIBILITIES :-** data entry and documentations technical complain solution

**PERSONAL DETAILS :-**

**NAME** : - SUNIL S. VANKAR

**FATHER’S NAME :-** SOMABHAI VANKAR

**DATE OF BITH :-** 23.06.1986

**PRESSENT ADDRESS: -** SUDRASHANNAGAR

GUJ. HAU. ELCTRIC BIL OFFICE NI PACHAD CHANDKHEDA.A’BAD.

**PRMANANT ADDRESS: -**  SHIDHHARTHNAGAR,

AT & PO : AMBLIYARA, TA: BAYAD DIST: SABARKANTHA GUJARAT.

**CONTACT NO :-** Mo: 7600360373

**BLOOD GROUP :-** B +VE

**MARITAL STATUS :-** MARRIED

**E- MAIL ADDRESS:-** vankarsunil143@gmail.com

**LANGUAGE KNOWN :-** GUJARATI ,HINDI , ENGLISH

**EDUCATION QUALIFICATION:-**

**SCHOOLING :-**  S.S.C PASSED IN 2001 WITH 62.00 %

H.S.C PASEED IN 2003 WITH 59.83%

**TECHNICAL**  :- WIREMAN I.T.I 2004 TO 2005 PASS, KUBERNAGAR AHEMDABAD.

**OTHER QUALIFICATION :-** COMPUTER OPRETOR PROGRSMING

ASSISTANT [ C.O.P.A ] SIX MONTH COURES.

**HOBBIES :-**  INTERNET SURFING,READING, MUSIC

SUNIL VANKAR