

JATIN PRAKASHBHAI DARJI

HEAD CLERK | ADMINISTRATION

Email: jatindarji0@gmail.com | Mobile: +91 7359741292

Location: Palanpur, Gujarat



PROFESSIONAL SUMMARY

Experienced administrative and computer professional with a B.E. in Computer Science and Engineering and more than a decade of experience across MIS operations, data management, recruitment-related work, and college administration. Currently serving as Head Clerk at G.D. Modi College of Arts, Palanpur. Strong working knowledge of MS Office, Excel-based data management, documentation, reporting, online recruitment systems, and administrative coordination. Known for accuracy, sincerity, adaptability, and a continuous-learning approach.

CORE COMPETENCIES

- College & Administrative Office Management
- Data Management, MIS & Reporting
- MS Office & Advanced Excel Functions
- Online Recruitment & Application Processing
- Documentation & Record Management
- Official Correspondence & Coordination
- Computer Operations & Troubleshooting
- English & Gujarati Typing

CAREER OBJECTIVE

To contribute my technical, administrative and data-management skills in a responsible professional role, while maintaining accuracy, integrity and efficiency and continuously upgrading my knowledge and skills.

EDUCATION

Qualification	Institution	Board / University	Year	Result
B.E. (CSE)	Government Engineering College, Patan	GTU	2014	CGPA 6.24 CPI 5.89
H.S.C	Navin Sarva Vidhyalaya, Vadnagar	GHSEB	2010	59.80%
S.S.C	Navin Sarva Vidhyalaya, Vadnagar	GSEB	2008	78.31%

Branch: Computer Science and Engineering

PROFESSIONAL EXPERIENCE

Period	Organization	Position	Area / Work
12/03/2026 – Present	G.D. Modi College of Arts, Palanpur	Head Clerk	Administrative
01/01/2020 – 11/03/2026	Commissionerate of Schools, Gandhinagar	Data Analyst	Teacher's & Granted Principal's Recruitment
09/08/2019 – 31/12/2019	Commissionerate of Schools, Gandhinagar	Data Operator	Teacher's Recruitment
March-2016 – July-2019	Sarva Shiksha Abhiyan, Palanpur, Banaskantha	Computer Operator (MIS Department)	MIS Department

TECHNICAL SKILLS

Operating Systems	: All Windows
MS Office	: MS Word, MS Excel, PowerPoint, Outlook
Excel / Data Tools	: VLOOKUP, PivotTable, Pivot Chart
Typing	: English, Gujarati
Other	: Good computer skills; online recruitment and website-based application systems
Use Websites	: GCAS, Nextgen, NSP

PERSONAL PROFILE

Date of Birth	26th December 1992
Gender	Male
Languages Known	English, Gujarati & Hindi
Hobbies	Traveling, Cricket, Photography
Strengths	Hard working, sincere, eagerness to learn new technologies, good communication and interpersonal skills
Resident Address	36, Tirupati Greenz, Behind Maa Durga Parlor, Kheralu, Di-Mehsana - 384325
Permanent Address	Moto Patel vas, At. Sobhasan, Ta-Vadnagar, Di-Mehsana - 384315

DECLARATION

I hereby declare that the above-furnished particulars are true to the best of my knowledge and belief.

Jatin Darji

Head Clerk
G.D.Modi College of arts, Palanpur