



ROHIT KUMAR MARU

Gita Nagar Society
Behind Rokadiya
Hanuman Temple.
Porbandar Gujarat.
India

+91 7567085006

rohitmaru101@gmail.com

Experience

24th Mar. 2014 – 09th Mar. 2020

• Administration Officer, Al Tasneem Enterprises LLC. (Muscat. Oman)
P.O. BOX 103. Muscat – 113 Sultanate Of Oman,

29th Nov. 2012 – 30th Oct. 2013

• Computer Operator, Arab Orient Insurance Company (Oman) P.O.
BOX 1534. PC. 113. Al Khuwair. Sultanate Of Oman,

Education

S.V.V.M. School Junagadh Gujarat.

• June 2007 / 12th Pass

Objectives

- To work in a competitive and challenging working environment to contribute to the best of given abilities towards.
- The growth and development of an organization and get the full opportunity to explore my own talent / skills.

Profile

- Self Starter, who can work independently and can handle multiple work.
- Quick learner, who can master various aspects of job with limited training.

Certificates

- Administration officer. Al Tasnim Enterprises LLC. Muscat Oman.
- Course on Computer concept (ccc)
- Basic First AID CPR AED / Fire Warden from National Training Institute.
- Basic English Language Certificate from Genext Languages. Gujarat

Skills

- Computer Skills
- Admin (Office)
- Basic First Aid / Fire Control

09.03.2020

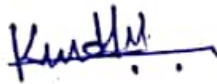
CERTIFICATE OF EXPERIENCE

This is to certify that Ms. **“Rohit Kumar Ramesh Bhai Maru”** has worked with us from 24.03.2014 to 09.03.2020 and during the time of his leaving the service he held the position of **“Administration officer”**.

He has been credible employee of our organization. During the tenure of his association with us we found him hard working, sincere, co-operative and honest. He left our organization on his own and for his better prospects.

We wish him all the success in his future endeavors.

For Al Tasnim Enterprises LLC



Kundan Singh

Corporate Head



شهادة أن

This is to certify that

ROHITKUMAR RAMESHBHAI MARU

اكمل بنجاح دورة في

has successfully completed the course

BASIC FIRST AID CPR AED

الفترة من : 08/03/2017 الى : 08/03/2017 08/03/2017 TO: 08/03/2017 08/03/2017

Issue Date: 08/03/2017

تاريخ الإصدار: 08/03/2017

Expiry Date: 07/03/2019

تاريخ الانتهاء: 07/03/2019


مدير التدريب



TRAINING MANAGER

تحت إشراف وزارة القوى العاملة

نشهادة أن

This Is To Certify That

ROHITHKUMAR RAMESHBHAI MARU

أكمل بنجاح دورة في

has successfully completed the course

BASIC FIRE EXTINGUISHER & BASIC FIRE WARDEN

الفترة من : 2016/02/06 الى : 2016/02/06 TO: 06/02/2016 Period From: 06/02/2016

Issue Date: 06/02/2016

تاريخ الإصدار: 2016/02/06

Expiry Date: 05/02/2018

تاريخ الانتهاء: 2018/02/05

مدير التدريب

TRAINING MANAGER



تحت إشراف وزارة القوى العاملة



Certificate of Achievement in Language

*In honor of your outstanding performance and dedication
we gladly award this certificate to*

MR. ROHIT MARU

*for Achievement in ENGLISH language, in BEGINNER'S Level
on 24/04/2012 at PORBANDAR*

Prashant

Managing Director

Samali

Training Head

રાષ્ટ્રીય સાક્ષરતા અભિયાન સંસ્થા

Society Reg. No. F/436 Under Government of GUJARAT

Information Technology Management System

An ISO 9001 : 2008 Certified Institute

Certificate

Reg. No. : ITMS-2014-42

Sl. No. 42



This is to Certify that

Mr/Ms. MARU ROHIT R.

has successfully completed the course in

CERTI. COURSE ON COMPUTER CONCEPT(CCC)

from JAN-14 to FEB-14 In our training center at
PORBANDAR

He/She has passed the Final Examination

Conducted by the Board of Directors (Exam Wing) in FEB-14

With Grade A+ This certificate was awarded on 10-MARCH-2014

Syllabus as per general adm. Dept. Govt. Of gujarat err no-10-2007-120320 g.5.Sachivalaya,gandhinagar date:13-08-2008

TRAINING CENTER : OM COMPUTER

Board of Directors



Controller of Examinations

Grade Scale : A+80% and above, A 70%- 80%, B+ 60% - 70%, B 50%- 60%, C+ 45%- 50 %, C40%- 45%

Head : Office. :- 104,105, SHREEJI TOWERS, KAMLA NEHRU PARK, PORBANDAR, (GUJ.)