

# RESUME

## NAME OF THE CANDIDATE

LOCATION-TARAJIVANPUR,CHANDALI(UTTAR PDAESH)..Mobile No.7233898469

[Email-nigamrohit971@gmail.com](mailto:Email-nigamrohit971@gmail.com)..

## CAREER OBJECTIVE

Seeking Job Oppprtunity as a Data Entry Operator With a organization Where I can utilize my skills & contribute to the grwth of the organization.

## PROFILE SUMMARY

- Ability to prepare Documents,Rports,Spreradsheets & Presentations.
- Ability to Protect Confidential Customer Information.
- Excelent Organization & Time Management Skills.
- Ability to Maintain Office Database & Records.
- Ability to use Basic Office Equipment.

## EDUCATON QUALIFICAION

- Advance Diploma Course in Aplication(ADCA)-2022
- Board of technical education uttar Pradesh(Pollytechnic)2019
- Highschool from up Board(2014)

## PERSONALITY TRAITS

- Proactive
- Organized
- Detail Oriented
- Flexible

## PERSONAL INFORMATION

Name : ROHIT KUMAR  
Date of birth : 06-07-2001  
Language Known : Hindi and English

## DECLARATION

I Have declare that the details and nformation given above are complete and true to the best of my Knowadge

DATE:

PLACE: CHANDALI (U.P.)

SIGNATURE: Rohit Kumar