



## KAPIL KRISHAN

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Ghaziabad-201005, U.P.

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### ACADEMIC DETAILS

QUALIFICATION	BOARD/UNIVERSITY	PERCENTAGE(%) / CGPA	YEAR OF PASSING
B.COM (PASS)	DELHI UNIVERSITY	43	1998
SENIOR SECONDARY	C.B.S.E. BOARD	68	1995
HIGHER SECONDARY	C.B.S.E. BOARD	78	1992

### JOB PROFILE

- Making Notice Inviting Tender – e-Tendering.
- Making NIT, A/R, Schedule, ESTA-2015, Letter Correspondence.
- Uploading & Opening of Tenders.
- Making Analysis of Rates, Bills.
- Salary bill of worker.
- Dispatching, Internet.
- Dictation in English but in long-hand as I have good written English ability.
- Typing Hindi and English for various type of work.

### CURRENT EXPERIENCE

- Worked as Computer Operator in FICCI for two years.
- Worked as Computer Operator in Mother Dairy for two years.
- Worked as Computer Operator in Birla Institute of Management for one year.
- Worked as Computer Operator in Mohinder Puri & Co. for one year.
- Worked as Computer Operator in Central Public Work Department (CPWD) since July 2008 to December 2016.
- Working as Computer Operator in M.K. Group.

- Presently working in Vanasthali Public School, Vaishali and in second shift at Palika Bazar, Connaught Place, New Delhi.

#### SOFTWARE PROFICIENCY

- **Programming Languages:** C, C++, Core Java, and Advance Java.
- **Operating Systems:** Windows, Linux.
- **Software Packages:** MS Office, Dreamweaver, Packet tracer.

#### EXTRA CURRICULAR

- Certificate of Typing Hindi & English.
- Certificate of M.S. Office.

#### PERSONAL DETAILS

<b>Name</b>	KapilKrishan
<b>Date Of Birth</b>	06 / Jan / 1977
<b>Father's Name</b>	HariKrishanLal
<b>Languages</b>	English, Hindi
<b>Hobbies</b>	Reading, Playing Cricket, Listening old songs, Bhajans
<b>Permanent Address</b>	B-71/2, New Defence Colony, Bhopura, Near Hindon Airport Road, Ghaziabad-201005, U.P.

#### DECLARATION

I hereby, declare that the details mentioned above are true to the best of my knowledge and belief and promise to present the testimonials whenever required.

**KAPIL KRISHAN**