**Amit Belel**

**Address: -** 225,West Azad Nagar

Bhagat Singh Park Lal Quarter

Krishna Nagar, Delhi-110051.

**Contact No:**- +9953091061

**E mail: - belelamit23@gmail.com**

**CAREER OBJECTIVE**

**To work in an environment in which I can apply my knowledge and skills for the enhancement of my career and betterment of the organization.**

### BASIC ACADEMIC CREDENTIAL

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| **Qualification** | **Board/University** | **Year** |
| B.A(Hons) Political Science | Zakir Husain college (Delhi University) | 2000 |
| Intermediate | CBSE Board  Bengali Sr. Sec. School | 1995 |
| High School | CBSE Board  Bengali Sr. Sec. School | 1993 |

### SOFTWARE APPLICATION : Word & Excel

**TYPING SPEED** : English Typing Speed above 40 W.P.M and Hindi 30 W.P.M

### PROFESSIONAL QUALIFICATION SUMMARY

* AdvanceDiploma in Computer Hardware & Networking from Jetking from 01/06/2000 to 12/08/2001
* Two years Diploma in English Stenography from Bhardwaj Commercial College Feb 2002 to Dec 2004
* Six Month Diploma in Spoken English Program Level B Granted 18th February in the year 2006
* Three Month Diploma in Forever Computer Point from 04-09-2009 to 04-01-2010
* Two month Diploma in Computerized Accounting from Feb 2011
* One year Professional Diploma in Computer Applications in the month of March year 2011

### EXPERIENCE

* One and Half year experience in Computer operator Training Jobs in Parinita Manufacturing Jewellers 19-Feb 2004 to 10- Aug-2005
* One year Experience in Typist Cum Computer Operator from Bhardwaj Commercial College 1st January 2006 to 31st January 2007
* One year Experience in Asst. computer Operator from 1-5-2007 to 30-04-2008 (Part time Evening)
* One year Experience in Data Entry Operator from 1-6-2008 to 30-06-2009 in Forever Computer Point
* Three year Experience in Data Entry Billing Operator from March 2011 to August 2014 in Parinita Manufacturing Jewellers
* One year Experience in NIELIT As a CNTSS Data Entry Operator from 15-May-2017 to 14-June-2018
* Three Years Nine Month Experience in WAPCOS Limited ( A Govt of India Undertaking) As a Assistant Office Manager 15-June-2018 to 4 Feb-2022

**JOB PROFILE & RESPONSIBLITIES**

Internet surfing,Gmail,Outlook Mail ,Scanning, Xerox,Manintain Construction Tender and Bill Paper Hardcopy, Data Feeding from Outlook to Feeding in Excel& Google Sheet,Typing Work,Dispatch Work, Maintain Office Stationary ,Maintain Office File, Maintain Approved Paper After Meeting and Dispatch to Department .

**PERSONAL DETAILS**

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| **Name** | : | Amit Belel |
| **Father’s Name** | : | Mr. Mukundo Belel |
| **Date of Birth** | : | 23-03-1978 |
| **Sex** | : | Male |
| **Marital Status** | : | Married |
| **Nationality** | : | Indian |
| **Hobbies** | : | Book Reading,Internet Surfing,Listening Music,Animal Discovery,Eating Traditional Food |
| **Languages Spoken** | : | Hindi, English,Bengali |

**DECLARATION**

I hereby declare that above mentioned information is true to best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

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| Date:- |  |
| Place:- **Delhi** | **(Amit Belel)** |

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