

Curriculum-Vitae

Prateek Kataria

Address: H.No. 101/8 Biswa, Devat Colony,

Near Shiv Vatika, Gurugram(Hr)-122001.

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Carrier Objective:-

To Work In An Organization Under Which I May Be Able To Utilize, My Potential Abilities And Capabilities To The Fullest Extent With The Sincere Efforts Leading To The Serving Of The Organizational Goals To The Maximum.

Educational Qualification:-

- 10th Passed From **C.B.S.E.** Board.
- 12th Passed From **C.B.S.E.** Board.
- **B.Com** Passed From **M.D.U.** Rohtak Haryana.
- **M.B.A.** Passed From **M.D.U.** Rohtak Haryana.

Professional Qualification:-

- Basic Knowledge Of Computer.
- Tally.

Working Experience:-

- 1 Year Working Experience in **Civil Hospital Gurugram** as a **Account Assistant**.
- Currently Working With **Municipal Corporation Gurugram** as a **Account Assistant** From July 2015 To Till Date.

Strength:-

- Good Communication Skills.
- Ability To Work With Confidence.
- Continuous Improvement.
- Hardworking & Positive Thinking.

Hobbies:-

- Reading Books.
- Listening Music.

Personal Details:-

Father's Name	:	Sh. Joginder Singh Kataria
Date Of Birth	:	21.04.1989
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Language Known	:	English, Hindi

Declaration:-

I Hereby Declare That Above Furnisher Information Is True To The Best Of My Knowledge.

Date: 23.03.2022

Place: Gurugram

Signature

(Prateek Kataria)