**Curriculum Vitae**

**MAHIPAL RANA**

**Present Address**

E-121 D.T.L. Colony

New Kilokari Maharani Bagh

New Delhi-110024

**Contact no: –+91999999999**

**E-mail:– mahipal@gmail.com**

**OBJECTIVE: -**I would strive to all kind of challenge in life with Diligence and intelligence because result can only be hard work with intelligence combined with professional integrity.

# TECHNICAL QUALIFICATION:-

* One Year Diploma in Computer Application and Graphics Designing, From ACTC Computer Education Delhi.
* Basic Knowledge for Micro Media flash (animation)
* Hardware & Maintenance for Computer

(Antivirus, Software Installation, Windows Installation, Networking, Computer Assembling, Disk Management, Trouble Shooting)

# ACADEMIC QUALIFICATION:-

* Pursuing graduation in B.A from Hemwati Nandan Bahuguna Garhwal University.
* Passed 12th From Uttrakhand Board-2011
* Passed 10th From Uttrakhand Board- 2009

1. **WORKING EXPERIENCE:-**

* One Year Teaching Experience in MS- Office & Other Software.

From ACTC Computer Education.

1. **EXPOSURE OF COMPUTER:-**

* **OPERATING SYSTEM :** WINDOWS XP, 7, & VISTA
* **APPLICATION PACKAGES :** Ms-Office (Ms-word, Ms-Excel

MS-power Point, Internet)

& Graphics Designing (Adobe PageMaker, CorelDraw, Adobe Photoshop, Quark Express,

Adobe Illustrator, Adobe in design.)

# KEY SKILLS:-

* Dedicated for work assignment, satisfied when work completed successfully.
* Positive attitude, creative thinking and much politely communications.
* Highly focused and keen desire to learn.
* Very sincere and hard working.

1. **PERSONAL PROFILE:-**

Father’ name : Mr. Uttam Singh Rana

Date of Birth : 12/01/1992

Marital Status : Unmarried

Language Known : Hindi, English

Gender : Male

Permanent address : Village Neri P.O Kamand

District Tehri Garhwal Uttrakhand

Interests : Computers, Music, Cricket, Travelling

Expected Salary : Negotiable

**Date:………………..**

**Place………………..**

**(MAHIPAL)**