**GYAN PRAKASH**

RZ:26, gali no.:22,

Tara apartment tughalakabadExtn.

New Delhi,110029

**Email Id:** gyans@gmail.com

**Contact no:** +91- 9999999999

## CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in the Information Technology Industry that offers professional growth while being resourceful, innovative and flexible.

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## ACADEMICS:

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board/University/Institute** | **Year** | **PERCENTAGE** |
| 10th | S.k. Inter callege. UP board | 2007 | 51.8% |
| 12th | J.K. Inter callege UP board | 2009 | 56.3 % |
| BA | INDRA GANDHI OPEN UNIVERSITY | 2012 | PURSUING |
| NHCNP | NEW HORIZON, ALIGARH | 2009 | 1ST |

## EXPERIENCE:

* Company: DHL(HP DEPARTMENT),OKHLA PHASE-2.
* Designation: Technical Suppor
* Duration: (Since23-08-2011- Till Date)

## ROLES & RESPONSIBILITIES:

* Maintenance of daily online products inventory of our company’s trading software IRTEURN
* Daily update of Customers Details Excel Sheets.
* Resolving customer queries, seeking trading information.
* Providing technical support on our company products (Screening of computer parts)

## TECHNICAL SKILLS : ( COMPUTER HARDWARE)

* **Basic Electronics**
* **PC Assembling & Dissembling.**
* **Microsoft Operating System installation (XP, 2003, Vista, Windows 7 & Linux)**
* **Basic of PC maintenance trouble shooting & services.**
* **Office: 2003 , 2007**

## PERSONAL SKILLS:

Comprehensive problem solving abilities, good verbal and written communication skills, ability to deal with people diplomatically, willingness to learn team facilitator hard worker.

Name                                      **:**     Gyanprakash

## PERSONAL PROFILE:

Father’s Name                          **:**    Nandkishor

Mother’s Name                         **:**    Jashodadevi

Nationality                                 **:**     Indian

Date Of Birth                            **:**    23.july 1990

Hobbies                              **:**    Making new Friends, Travelling,

Languages Known                   **:**     English and Hindi

## DECLARATION:

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I assure that, if given an opportunity, I shall prove myself as a big asset for the Company.

**Place:** Delhi                                                                           **(Gyanprakash)**

**Date:**