*Curriculum Vitae*

VIKASH PRASAD

C/O-MALIK PRASAD

Address: 81/A NILGUNJ ROAD,PANJAVILLA,AGARPARA

KOLKATA-700109

Nearest Landmark: NARULLA INSITUTE OF TECNOLOGY

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CAREER OBJECTIVE

To obtain an entry level position into a leading organization where I could realize my dream of complete global career.

EDUCATIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degrees Awarded | College / School (University / Board) | Year of Passing | Stream/ Branch | Percentage/  CGPA |
| B.Com | Indra Ghandi National Open University (Kolkata Region) | 2019 | B.com | 54.49 |
| XII | Arya Vikas Vidyalaya (W.B.C.H.S.E.) | 2015 | Commerce | 67.60 |
| X | Ariyadha Ramanand Chairity Vidyalaya (W.B.B.S.E) | 2013 | General | 44.00 |

TECHNICAL SKILLS

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DIPLOMA IN OFFICE AUTOMATION AND PUBLISHING (DOAP)   |  |  |  |  | | --- | --- | --- | --- | | BOARD/UNIVERSITY/INSTITUTION | DURATION | YEAR OF PASSING | PERCENTAGE | | RAJEEV GANDHI COMPUTER SAKSHARTA MISSION  (RGCSM) | 1 YEAR  Sem. (i+ii) | 2017 | 78.27 |   Basic of Computer, MS WORD ,MS EXCEL , POWER POINT , INTERNET ETC.  Tally ERP9 , TYPING SPEED : 22 WPM |

HOBBIES

Spending time & travelling with friends.

PERSONAL INFORMATION

Date of Birth : 10th OCTOBER 1997

Sex: : MALE

Religion : HINDU

Nationality : INDIAN

CAST : GENRAL

LANGUAGE PROFICIENCY:

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Read | Write | Speak |
| English |  |  |  |
| Hindi |  |  |  |
| Bengali | x | x |  |

I hereby declare that all the above information furnished by me is true to the best of my knowledge.

Date: ………………………….

Place: AGARPARA Signature