

RESUME

Name:Laltesh

Permanent Address:

Noida sec 135, nearby okhla bird century metro station

Contact Information

Mobile No:- +919821450278

Mail id :- laltesh.vividhta@gmail.com

Carrier objective

To be a part of organization that provides challenging opportunities and to make positive contribution through my knowledge skills and personal commitment for the overall growth and leveraging the business objectives of the same. I want to get a best position in a school from my determination and self confidence.

Professional Qualification

- ❖ Currently Pursuing MBA (HR & IT) From Rattan College Palwal.
- ❖ B.sc from ACHARYA NARENDRA DEV COLLEGE DELHI University in 2019

Qualification

- ❖ 12th from St.c.r.sr.sec school Palwal Haryana Board in 2015
- ❖ 10th From St.c.r.sr.sec school Palwal Haryana Board in 2013

Work Experience:

Currently working as a Data Entry Operator from August 2019 to till in Vividhta Consulting (Diversijob)

Roles & Responsibilities:

- ❖ Uploading the resume on the Job Portal.
- ❖ Screening the resume and mentioning the specific skill in the given below option.
- ❖ Maintaining the daily basis data into the Tracker.

Computer Skills

- ❖ Basic Knowledge of MS-Office

Strength

- ❖ Dedication
- ❖ Punctuality
- ❖ Flexibility

Hobbies

- ❖ Listening Songs

❖ Attending new events

Personal View

Name	:	Laltesh
Fathers name	:	Late Suraj pal
Date Of Birth	:	07 Nov 1997
Language Known	:	Hindi/English
Marital Status	:	Unmarried
Nationality	:	Indian
Gender	:	Female

I here by declare that all the information given above is true to best of my knowledge and belives.

Date:

Place:

laltesh