

**1.ENGLISH TYPIST WITH 2.6+ YEARS OF EXPERIENCE.**  
**2.DEO 6+ MONTHS EXPERIENCE.**

**Sumit Saxena**

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.com

8383939748



## CAREER OBJECTIVE

Seeking a challenging and progressive career using my professional, skills and creative thinking to gain future exposure, strengths and Experiences.

## SKILLS

**Ms- Word**

**Ms- Excel** Advance Excel

**Google Sheets**

**Google Forms**

**MIS Report**

**Ms- Outlook**

**English Typing** 50wpm

**English Shorthand/  
Stenography** 100wpm

## EXPERIENCE

Feb-2018 - Mar-2020 **Private Computer and Shorthand Institute**

English Typist English Typing Material and Paper Work

Apr-2021 - Nov-2021 **Neelam Tech Summersible**

Data Entry Operator Data Collect and Analysis

Dec-2021 - Till Today **RDV Classes CA Firm**

Typist Book Typist

## EDUCATION

Degree/Course	Institute/College	University/Board	Year of Passing
10th	Govt Boys Sr Sec. School Saboli Delhi	CBSE	2011
12th	B-Blk Govt Boys Sr. Sec School Nand Nagri Delhi	CBSE	2013
Batchelor of arts	School of open learning	Delhi University	2018

## STRENGTHS

Full Day of Enthusiasm

## AREAS OF INTERESTS

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Personal Assistant, Personal Secretary, Executive Assistant, Typist, DEO, Office Administrative, MIS Executive MIS Report Etc..

## HOBBIES

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Chess, Badminton, Cricket, Running

## PERSONAL DETAILS

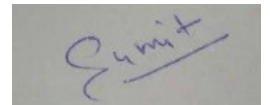
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Address	H.No A/52 Gali No 11 Saboli Bagh Delhi Delhi, Delhi, 110093
Date of Birth	01/01/1996
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	English, Hindi

## DECLARATION

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I hereby declare that all the above information is true to best of my knowledge



Sumit Saxena