

RESUME

Vijay Kumar Markande

Address: Behind Sai Kiraya
Bhandar, Diksha Nagar,
Gudhiyari, Raipur. (C.G.)
Pin - 492011

Email vkumar13689@gmail.com

Contact -7440932894, 8319703452



OBJECTIVE

Seeking a Competitive and challenging career & to serve the organization with inter personal abilities and consistence hard work.

PERSONAL DETAIL

Father's Name	:-	Shri. Purushottam Markande
Date of Birth	:-	13/06/1989
Gender	:-	Male
Nationality	:-	Indian
Religion	:-	Hindu
Marital Status	:-	Single
Language Known	:-	Hindi, General English, Chhattisgarhi

EDUCATION

Course	Name of the Institution	Board/university	Year of passing	Percentage/ Grade
10 th	Govt. H.S.S. Khalari, Durg.	CG Board	2005	73.66%
12 th (Maths)	Sarvodaya Ghyan Mandir, Raipur.	CG Board	2008	61%
B.A. Final (Sociology)	IGNOU, Durg.	IGNOU Delhi	2016	60%

COMPUTER SKILL

M.S. OFFICE (Winword, Excel, Power Point)
Hindi – English Typing, Letter Drafting (Hindi)
Basic Knowledge of internet browsing

EXPERIENCE

❖ **Working Experience - In a KAUTIYA ACEDEMY , Raipur.**

Duration- 1 years.

Designation – Computer Operator

Job Profile- Hindi – English typing, Data entry.

❖ **Shankara Enterprises – (Construction Company)**

Duration – 6 months from at present now.

Designation – Office Assistant cum Computer Operator

Job Profile - 1) Letter Drafting.

2) Site Billing (Supporting Asst.), in Excel.

Area of interested

- Back Office Operations
- Computer operator (Data operator).

STRENGTH

- Smart Working
- Independent and Self Motivating.
- Good Communication skill.

DECLARATION

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place : Raipur

Date : / /20

**Signature
(Vijay kumar)**