

RESUME

Vijay Kumar Markande
S/o Shri Purushottam
Address: Behind Sai Kiraya
Bhandar, Diksha Nagar,
Gudhiyari , Raipur. (C.G.)
Pin - 492011



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PROFESSIONAL OBJECTIVE:

To obtain a position with an organization wherein I can utilize the skills and knowledge gained academically and professionally, which allows further development of skills and knowledge and opportunity for career development.

ACADEMIC QUALIFICATION:

Course	Name of the Institution	Board/university	Year of passing	Percentage / Grade
10 th	Govt. H.S.S. Khalaria, 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

AREA OF INTEREST: Back Office Operations, Computer operator.

WORKING EXPERIENCE:-

- ❖ **At present since 6 month, Office Asst. Cum Computer Operator SHANKARA ENTERPRISES, Raipur.**
- ❖ **1 years experience as Computer Operator at KAUTIYA ACEDEMY , Raipur.**
- ❖ **1 Years experience of Flore Incharge , Maintenances, Customer calling, Resister maintenance, Reporting and PUC (pollution check) by computer at CITY HONDA, Pachpedi Naka, Raipur.**

PERSONAL PROFILE:

Name	: Vijay Kumar Markande
Father's name	: Mr. PurushottamMarkande
Mother's name	: Smt. Dropati Devi
Date of birth	:13/06/1989
Sex	: Male
Nationality	: Indian
Languages known	: Hindi, General English, Chhattisgarhi
Hobbies	: Book Reading, Watching TV
Status	: Single

DECLARATION

I hereby declare that the information declared above is true to the best of my knowledge and the corrections whatsoever would be requested later.

Place : Raipur

Date : 01/09/2018

**Signature
(Vijay kumar)**