**RESUME**



**Vijay Kumar Markande**

**S/o Shri Purushottam**

**Address:** Behind Sai Kiraya

Bhandar, Diksha Nagar,

Gudhiyari , Raipur. (C.G.)

Pin - 492011

**Email –** [vkumar13689@gmail.com](mailto:vkumar13689@gmail.com)

**Contact –** 8319703452, 7440932894

**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** |
| 10th | Govt. H.S.S. Khalari, Durg. | CG Board | 2005 | 73.66% |
| 12th (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, Latter Drafting (Hindi)**

**Basic Knowledge of internet browsing**

**AREA OF INTEREST:** Back Office Operations, Computer operator.

**WORKING EXPERIENCE:-**

* **1 Years experience as Flore Incharge , Maintenances, Customer calling, Resister maintenance, Reporting and PUC (pollution check) by computer at CITY HONDA, Pachpedi Naka, Raipur.**
* **10 month experience as Computer Operator at Kautiliy Academy , Raipur.**
* **Now at Computer Operator cum Office Assistant at Shankara Enterprises , 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 : 20/06/2018**

**Signature**

**(Vijay kumar)**