

Curriculum Vitae

Bimesh Patyal

Flat No. 1004, C2 Avlon Residency,

Alwar by pass road

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OBJECTIVE

Seeking an opportunity that will change and utilize my knowledge, potential, personal skills and excelling instinct for the benefits of the organization.

PROFESSIONAL QUALIFICATION

- Passed B.B.A. FROM MDU University Rohtak in 2015

ACADEMIC QUALIFICATION

- Passed 12th from N.I.O.S. Board in 2011.
- Passed 10th from C.B.S.E. Board in 2009.

PROFESSIONAL EXPERIENCE

- Worked at **Hartron Cimmunication Ltd.** as **Data entry Operator** since Oct. 2014 to march 2015
- Worked at **ConAm Technology Pvt Ltd.** as **Data entry Operator** since 14 August 2015 to july 2017.

JOB PROFILE

- Verify the legal documents
- Filing the important information from the documents send.
- Good knowledge about the Government Assistant proofs.
- Separate the different documents and maintain in the Excel
- Data entry on the online Software.
- Maintaining the worked data in the proper Excel sheets.

COMPUTER PROFICIENCY

- Good Knowledge in Excel, MS Office.
- Online internet knowledge
- Good Knowledge in Online mails

PERSONAL PROFILE

Name	:	Bimesh Patyal
Father's Name	:	Sh. Prem Singh
Date of birth	:	14 th May 1992
Sex	:	Male
Marital status	:	Single
Nationality	:	Indian
Hobbies	:	Travelling, Internet browsing.
Linguistic Proficiency	:	Hindi, English, Punjabi
Strengths	:	Hard working and Smart working skill and Punctuality about the work.

I declare that the all the details furnished above are true to the best of my knowledge and belief.

Date:

Bimesh Patyal