

# CURRICULUM – VITAE

**Present Address:** H-547, Type-II,  
23746525  
Kali Bari Marg, New Delhi – 110001

**☎:** +919013624881, 011-

**✉:** [dineshchanderb@yahoo.com](mailto:dineshchanderb@yahoo.com)

## **Dinesh Chander Bhatt**

### **Career Objective:**

I am looking a reputed Organization for long-term participation, where I can improve myself and make the best use of my talent.

### **Academic Qualification:**

- Graduated in B.A PROGRAMME from SOL, DU.
- 12<sup>th</sup> completed from CBSE, Delhi.
- 10<sup>th</sup> completed from CBSE, Delhi.

### **Professional Qualification:**

- ONE YEAR DIPLOMA IN “COMPUTER FOR BUSINESS APPLICATION” FROM DICS PUSA ROAD.
- ENGLISH TYPING SPEED **38 TO 45** WORD PER MINUTES.

### **Working Experience:**

- **Ministry of Human Resource Development (M/o HRD), Shastri Bhawan through National Council for Teacher Education (NCTE), Delhi.**  
(10 January, 2012 – Present)

Role: Data Entry Operator (DEO)

#### Responsibilities:

- ✓ Operating Scanning machine, Fax machine, printing machine, office telephone operation, Diary Register, File Head Register, general ledger work and letter dispatch (online and physical mode).
- ✓ Matters related to court cases in M/o HRD (coordination with advocates, counter affidavit, crossing of professional fee of advocate).
- ✓ All online portal of Ministry of HRD like (E-office, CPSMS, Programme Monitoring Software (PMS), Public Grievance Portal, RTI Portal, LIMBS portal and Integrated Scheme on School Education (ISSE) etc) data process and record keeping.
- ✓ Coordination work during parliament Session.

Proficiency in Computer Application Like MS Office Word, MS Excel Sheet, MS Power point.

### Strengths:

- Dedicated, Sincere and Hard working
- Reliable and Self-motivated
- Honest
- Punctual

### Personal Information:

<b>Father's Name</b>	:	Sh. Ramesh Chander Bhatt
<b>Date of Birth</b>	:	29 <sup>th</sup> May, 1991
<b>Marital Status</b>	:	Married
<b>Nationality</b>	:	Indian
<b>Languages Known</b>	:	Hindi and English
<b>Hobbies</b>	:	Playing Cricket and Listening to Music

### Signature:

***(DINESH CHANDER BHATT)***