

# **CURRICULUM VITAE**

## **AMIT**

D-45, New Shyam Nagar,  
Pacific Mall, New Delhi-110018.

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## **CAREER OBJECTIVE:-**

I want to become an asset of professionally managed organization, where I can utilize my all the skills to improve myself and the organization.

## **BASIC ACADEMIC CREDENTIALS:-**

<u><b>Qualification</b></u>	<u><b>Board/University</b></u>	<u><b>Year</b></u>
10th Class	CBSE Board	2011
12th Class	CBSE Board	2013
BA Graduate	Delhi University	2018

## **EXPERIENCE:-**

- ❖ Two years experience in ***Jannat Communication*** the smart shop as a Computer Operator.
- ❖ Six months experience in ***Mobile alert Services*** as a Computer Operator.
- ❖ Four months experience in ***Yaantra*** as a Data Entry Executive.

## **COMPUTER SKILLS:-**

- ❖ **Operating Systems:** Windows 9X, Windows 2000, Windows ME, Windows XP, Windows Vista, MS DOS, Windows 7, Windows 8, Windows 10
- ❖ **Office Package:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- ❖ Knowledge for handling quality photocopies machines and the fax machines.
- ❖ Excellent Knowledge of internet surfing.
- ❖ Good Knowledge of Adobe Photoshop.

## **ASSETS:-**

- ✓ Honest
- ✓ Punctual
- ✓ Hardworking

## **PERSONAL DETAILS:-**

Fathers Name : Sh. Triloki  
Date of Birth : 25<sup>th</sup> May, 1996.  
Gender : Male  
Marital Status : Unmarried  
Language Known : English & Hindi  
Nationality : Indian  
Interest & Hobbies : Music, Games & learn new things

## **DECLARATION:-**

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

**Place:** -Delhi

**Date:** \_\_\_\_\_

(AMIT)