

CURRICULUM VITAE

PAWAN KUMAR SAXENA

Address: House No. 174, A Block Street No 10, Mahalaxmi Enclave Karawal Nagar Delhi-110094.

E-Mail Id:sidsaxenaboy1992@gmail.com

Current Salary is:- CTC is 27041, Gross is:- 22215, Net Pay :- 20000

Contact No: 9911048837

JOB OBJECTIVE:

I want to work in such an environment that I can utilize all my abilities to do my best for the organization.

EDUCATION QULIFICATION:

- **B.COM** Passed from **Delhi University** in 2015.
- **12th** Passed from **CBSE Board** in 2011.
- **10th** Passed from **CBSE Board** in 2009.

TECHNICAL QUALIFICATION:

- Good Knowledge of MS Excel With lots of Formulas like: Vlookup, Hlookup, Conditional Formating, Pivot Table, Filter , Advance Filter, Sum, Sumif, Sumifs, Count, Countif, Countifs, Match, Index.
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- Good Knowledge of Mutual Fund Application KYC, Liquid Applications, Additional Purchase, Redemption, Switch and Other,NFT Transactions.
- English Typing Speed is 40 word Per Minutes
- I am Complete My Diploma in Micro Soft Office (**Basic Computer Course**) From 02 Sept. to 02 Dec 2010.

WORK EXPERIENCE:

- I am Working in **HDFC LTD (Home Loans)**. As a **DATA ENTRY EXECUTIVE** 1 April 2019 to Now. Location is Capital Court Munirka in New Delhi. This is a Home Loan Company.
- I have Experience of **DATA ENTRY OPERATOR** in **(CAMS) Computer Age Management Services Private Limited** From 1 August 2016 to 31 March 2019. This company Location was Jhandewalan Extension New Delhi. This Company is a Registrar of mutual fund.
- I have Experience of **DATA ENTRY OPERATOR** In **HINDUSTAN TIMES LIMITED** From 1 March 2014 to 31 July 2016. This company Location was Sahibabad Extensions Uttar Pradesh. This is a News Paper Company.
- I Have 1 Year Experience In Lovely Flower Modern Public School As a Computer Teacher.

COMPETENCIENS:

- Fast Learner & Hard worker.
- Honest, Sincere Towards goal.

PERSONAL PROFILE:

Fathers Name: Sh. Ratan Kumar
Mother's Name: Gama Devi
Date of Birth: September, 4th, 1992
Marital Status: Married
Nationality: Indian

LANGUAGES KNOWN:

- English
- Hindi

HOBBIES:

- Running, Playing Cricket, Reading Books and News Paper, Respect of, Loving Nature for Animals

DECLARATION:

I hereby declare that the above details are true to the best of My Knowledge and that I'll do my best for the good of the Organization.

Place: Delhi

Pawan Kumar Saxena