

# Asad

House No. 383, Block – 27  
Trilok Puri,  
Delhi - 110091

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Contact No: **+91-8285366001**

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## Career Objective:

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

## Education Qualifications:

- ◆ Pursuing **B.Com** from SOL (Delhi University).
- ◆ 10+2 from CBSE Board in 2015.
- ◆ 10<sup>th</sup> from CBSE Board in 2013.

## Experience:

- ◆ Worked as a Data Entry Operator last two years.

## Responsibilities:

- Providing information regarding the basics of computer i.e. Word, Excel, PowerPoint, paint, uses of the Internet and income tax.

## Technical Skills:

Basic Computer Knowledge.  
**Advance Excel with Tally ERP.9**

## Personal Skills:

- ◆ Willingness to learn.
- ◆ Hard worker.
- ◆ Punctual

## Personal Details:

Name : Asad  
Father's Name : Mr Arshad  
Mother's Name : Mrs Shajida Begum  
Nationality : Indian  
Date of Birth : 29<sup>th</sup> March, 1997  
Language Known : English,Hindi and Urdu  
Marital Status : Unmarried  
Hobbies : Reading Books & Travelling

**Place:** Delhi  
**Date:**

**(Asad)**