

CURRICULUM VITAE

VIJAY

K-271, 1st Floor, Raghbir Nagar, New Delhi-110027

Mobile: 9717913295, 9643526158

Email: Vijayduttanidel@gmail.com

OBJECTIVE:

Seeking a position as a data entry specialist where I can maximize my accurate keyboard skills in a demanding work environment.

QUALIFICATIONS:

- Passed Secondary Education from NIOS in 2014.
- Senior Secondary Education Pursing.

COMPUTER QUALIFICATIONS:

- Basic Knowledge of Computer include MS office.
- Typing Speed in English 30 to 35 WPM.
- Preparation of Tally 7.2 & Tally ERP 9.
- Known the "C" & "C++" Languages.

WORKING EXPERIENCE:

Working Experience from "Sewa Bharti" as a Trainee with 2 Years.

Working Experience from "Miracle Online Shopping" as a Data Entry Operator with 1 Year.

PERSONAL DETAILS:

- Father's Name : Sh. Raman Kumar Pursottam.
- Date of Birth : 9th January 1996.
- Gender : Male.
- Marital Status : Single.
- Nationality : Indian.
- Known Languages : Hindi & English.

I hereby declare that all the above mentioned information is true to the best of my Knowledge.

Date:

(Vijay)