

CURRICULAM VITAE

SACHIN VAID

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OBJECTIVE: To work in a challenging environment where my knowledge and experience can be used.

ACADEMIC QUALIFICATION:

1. B.A. Passed from Delhi University (2003)
2. 12th Passed from (C.B.S.E.) (1999)
3. 10th Passed from (C.B.S.E.) (1997)

PROFESSIONAL QUALIFICATION:

A DIPLOMA IN COMPUTER APPLICATION

1. **Operating System:** Window- XP, 7, 8, 10.
2. **Office Package:** MS-Dos, Ms-Word, Ms-Excel & Ms-Power-Point.
3. **Designing Package:** HTML, DHTML
4. **Typing Speed** 40

B F/T CERTIFICATE IN COMMERCIAL & SECRETARIAL PRACTICE:

1. Store Keeping & Purchasing (General)
2. Store Keeping & Purchasing (Special)
3. Type Writing Practical & Theory

C 3 Months Diploma in CUSTOMER, RELATION AND SALES (C.R.S.) from Dr. Reddy's Foundation.

D LEARNING EXPERIENCE:

Two Month Practical Training Experience in Store Keeping & Purchasing in **D.T.C. Central Workshops I & II, New Delhi:-**

1. One Month Training Experience in D.T.C. C/W-I, Kingsway Camp.
2. One Month Training Experience in D.T.C. C/W-II, Okhla, Ph-II.

JOB EXPERIENCE:

- 1** Worked as Data Entry Operator in P. S. Atree & Company Ltd., Kalkaji, Near Nehru Place, New Delhi on One Month Contract (For August 2018) (Salary Rs 16000 Per Month CTC).
- 2** Worked as Data Entry Operator in KS & WD Associates Pvt. Ltd, Okhla Ph-3, New Delhi from Feb. 2015 to August 2018.
- 3** Worked as a Data Entry Operator in **Municipal Corporation of Delhi, IT Deptt.** through DOAECC Society from June 2009 to Feb. 2010.
- 4** **Worked** as a Data Entry Operator for **GESBI Card** processing in Shell Transource Ltd, Gautam Nagar, New Delhi from April 2007 to March 2008.

JOB PROFILE:

- To make Official and Unofficial documents speedily.
- Data Entry
- To use Internet & able to receiving & sending E-mails.

PERSONAL PROFILE:

Father's Name	: Late Sh. Rajender Prasad Sharma.
Date of Birth	: 9 th June 1982.
Marital Status	: Single.
Language Known	: English and Hindi (Mother Tongue)
Hobbies	: Stories and Play Writing and Reading Try to develop my Computer Skills.

STRENGTH:

- Punctuality
- Hardworking

I hereby declare that all **the** information provided above is true to the best of my knowledge & belief.

DATE: __/__/__

PLACE: New Delhi

APPLICANT SIGNATURE
(SACHIN VAID)