

CURRICULUM VITAE

Add Qtr.No 584, Z-Type,
Type-2, Delhi - 110054
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SURESH SINGH MANKOTI

CAREER OBJECTIVE:

- ❖ Seeking a position to utilize my skills and abilities in an organization that offers professional growth while being resourceful, innovative and flexible.

EDUCATION QUALIFICATION:

- ❖ Graduate in B.Com (Pass) from Delhi University in 2008.
- ❖ 12th passed under CBSE Board in 2005.
- ❖ 10th passed under CBSE Board in 2003.

PROFESSIONAL QUALIFICATION:

- ❖ One and Half year work experience as a Computer Operator-cum-Stenographer in Delhi Pollution Control Committee (DPCC) on contractual basis from Sept, 2010 to March, 2012.
- ❖ Two years work experience as Computer Assistant in MHRD, Shastri Bhawan Delhi (recruited through IIT Ropar) on contractual basis from 01.07.2016 to 17.07.2018 .

COMPUTER KNOWLEDGE:

- ❖ One Year Certificate Course in Shorthand (E) from ITI.
- ❖ Basic knowledge of MS Office and Internet.
- ❖ Basic Knowledge of Tally 9.0.
- ❖ Typing speed 40 w.p.m. & Shorthand Speed 80 w.p.m.

PERSONAL DETAILS:

Father's Name	:	Sh. Bhawan Singh
Date of birth	:	27 th June, 1988
Gender	:	Male
Marital Status	:	Unmarried
Languages known	:	Hindi & English
Hobbies	:	Reading, Music & Hangout in Hill areas etc.
Religion	:	Hindu
Nationality	:	Indian
Place	:	Delhi
Date	:	

(SURESH SINGH MANKOTI)