



## **OM PRAKASH**

BLOCK NO-21, HOUSE No- 416,  
TRILOK PURI, DELHI-110091.

(NEAR MAYUR VIHAR, PH-I)

MOB. NO. **9810588023/9891683154**

E-Mail: [omp8973@gmail.com](mailto:omp8973@gmail.com)

### **OBJECTIVE:**

- ❖ To enhance my knowledge and capability by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

### **STRENGTH:**

- ❖ Accept additional ability to work as a part of team can be update myself, can explore my skills, can work even normal hours a day if job is challenging, cheerfully responsibility for achieving company goal.

### **PERSONAL DETAILS:**

- ❖ Father's Name : Late Sh. **Devi Dayal**
- ❖ Mother's Name : Late Smt. **Asha**
- ❖ Date of Birth : **15<sup>th</sup> Sept. 1984**
- ❖ Religion : **Hindu**
- ❖ Nationality : **Indian**
- ❖ Marital Status : **Married**

### **QUALIFICATION:**

- ❖ B.A. : Graduation from RMLAU, Ayodhya, UP.
- ❖ 12<sup>th</sup> : Passed in 2004 from **NIOS Delhi**.
- ❖ 10<sup>th</sup> : Passed in 2001 from **CBSE Delhi**.

### **COMPUTER PROFICIENCY:**

- ❖ 1 Year Diploma Course in Computer Application from "**A.I.E.C. Computer Center**", Mayur Vihar, Ph-I, Delhi-110091.
- ❖ English Computer Typing Speed 50 to 53 w.p.m.

### **EXPERIENCE:**

- ❖ Worked with **PATNI COMPUTER SYSTEMS LTD.**, in N.S.E.Z., Noida (U.P.), as a Data Entry Operator from Nov. 2006 to March 2010.
- ❖ Worked with **INCOME TAX OFFICE** as an Office Assistant cum Computer Operator from 1<sup>st</sup> June 2010 to May 2011.
- ❖ Worked with **NEW INTERNATIONAL ELECTROMEDICAL INDIA** in Ansari Road, Darya Ganj, New Delhi-110002., as a Data Entry cum MIS Work from Aug 2011 to August 2015.

- ❖ Worked with **TEXTBOOK MANTRA PVT. LTD.** in Jagat Puri, Near Karkardooma, Delhi. As a Computer cum MIS Work from Sept. 2015 to April 2016.
- ❖ Worked with **DEPARTMENT OF TRADE & TAXES, Govt. of NCT of Delhi-110002**. As a Computer cum Data Entry Operator from 01.06.2016 to 31.01.2019.
- ❖ Excellent with Spoken & Written in English and Hindi.

#### **LEISURE PURSUIT:**

- ❖ Special interest in listen to the music and reading books
- ❖ Net surfing and searching

#### **DECLARATION:-**

*I hereby affirm that the information given above is true to the best of my knowledge.*

*Date: - .....*

*Place: DELHI*

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