

CURRICULAM VITAE

UMESH

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E-Mail-

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ADD- H. No. 73A New Roshan

Pura Najafgarh New Delhi-43

Objective:

- **To be in a position where my skills can be utilized to deliver and create suitable and innovative solutions to meet an employer's business needs and requirements.**

Qualification:

- **12TH (Senior Secondary Education) Passed from Delhi CBSE Board.**
- **Graduation from Delhi University.**
- **M.A Pursuing from IGNOU.**

Other Qualification:

- 1. Knowledge of EXCEL.**
- 2. Computer Fundamentals and Internet.**
- 3. Knowledge of MS-Office and PowerPoint.**
- 4. Typing Speed and Computer Operating.**
- 5. Knowledge of Paint and Editing.**

Experience:

- **3 Years Experience COMPUTER OPERATOR in OASIS Pvt. Ltd.**
- **6 Month Experience of Operation Operator in Matrix Risk Controller Pvt. Ltd.**

JOB RESPONSIBILITIES:

- Polite, Hard Working, Positive Thinking.
- All type problems solve related to my job.
- I will do work very responsibly.

Strength:

- Leadership.
- Ability to learn fast.
- High Adaptability in a team.
- Self motivation.

Hobbies:

- Learning new things.
- Reading books.
- Playing Games

Personal Detail:

- Date of birth: 2nd-Aug-1994
- Father name : Sh. Rajan Singh
- Nationality : Indian
- Language : English and Hindi
- Sex : Male
- Marital status : Single

DECLARATION:

I hereby declare that all the information is true and to the best of my knowledge.

Date.....

Place.....

UMESH

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