

CURRICULUM – VITAE

MOHIT SARASWAT

H. No.- 78,
Bhawani Enclave,basai
Gurgaon (Hr.) 122001



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CAREER OBJECTIVE

Contribute to the goals of the organization through service to the best of my ability, Knowledge and experience while holding the integrity and values of the organization.

WORKING EXPERIENCE

- **Four year experience GROZ PVT LTD as a Data Entry Operator Experience time April, 2012 to May 2015.**
- **Current working with NTT data last Three year as a Data Entry Operator Dec 2016 to Till Date.**

ACADEMIC QUALIFICATION

- Xth Passed from N.I.O.S Board Oct 2010
- XIIth Passed from N.I.O.S Board April 2012
- BA Passed Sunrise University July 2016.

COMPUTER KNOWLEDGE

2 years computer diploma
(ms office@word, excel and powerpoint)
tally
photoshop
pagemaker
c
c++
html

COMPETENCES

- ✓ A fast learner
 - ✓ Good communication skills
 - ✓ Multi task performer
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PERSONAL DETAILS

Father's Name : Mr. Kedari Lal
Date of Birth : 10th May 1992
Sex : Male
Marital Status : Married
Languages Known : English, Hindi.
Nationality : Indian

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

(MOHIT)