

CURRICULUM VITAE

NAME: - CHHOTU LAL

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CAREER OBJECTIVE

To acquire a challenging position in organization where, I can enhance and utilize my skills and abilities while contributing towards organizational growth.

Academic Qualification:

- Passed 10th from National Institute of Open Schooling in 2010
- Passed 10+2 from National Institute of Open Schooling in 2014
- Pursuing B.A. Programming (IIIrd) from University of Delhi.

Technical Qualification:

- Certificate course in Computer Application.

Computer Skills:

- MS Office (MS Word, Power point, MS Excel)
- Internet Searching
- Audio, Video, Dictate and hand written Hindi, English and Nepali Typing
- I am comfortable with all Devanagari languages typing like Sanskrit Marathi Garhwali and Bhojpuri etc.

EXPERIENCE:

- Presently working in wifi study educational you tube channel as a Data Entry Operator cum typist (Hindi and English)
- Worked as Data Entry Operator at **All India Radio** External Service Division Delhi Station Since June 2015 to November 2018.
- Connected with Press Information Bureau National Media Centre as Hindi Typist from June 2017 to till date.
- Worked as an engineering store assistant in INDAMER AVIATION PVT. LTD IGI Airport Delhi from October 2014 to May 2015.
- Work with Nepali NGOs in Delhi as freelance volunteer

Personal details:

Name	:	Chhotu Lal
Father Name	:	Sh. Suraj
Mother Name	:	Smt. Sumitra
Date of Birth	:	14/08/1987
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Permanent Address	:	J-807 Sector-4, R. K. Puram South West Delhi ,New Delhi -110022

Declaration:

I hereby declare that all information mentioned is true to the best of my Knowledge.

Date: 11/07/2019

Place: New Delhi

(CHHOTU LAL)