

CURRICULUM VITAE

Name : Dikshant Nirwan

Age : 23 Years of Old

Address : 36 / 430, Double Story Quarters, Near by RK Ashram Marg Metro Station, Gole Market, New Delhi, Delhi - 110001

Date of Birth : 09-10-1992

Contact No. : 9582912797

Gender : Male

Religion : Hindu

Nationality : Indian

BRIEF PROFILE

Functional Area (Role) : Front Office / Data Entry / Back Office / Non Voice

Industry : Fresher / Trainee

Current Location : New Delhi, Delhi

Preferred Location : Delhi / NCR

E-mail ID : Dikshant792@gmail.com

SUMMARY OF SKILLS AND EXPERIENCE

Summary

Currently I am not working anywhere but previously worked as a Data Entry / Back Office Analyst in EAGLE PEAK CONSULTANCY PVT LTD. At SOMDUTT CHAMBER 1st, BHIKAJI KAMA PALACE, SOUTH DELHI.

Employment Details

Current Company : No

Previous Company : EAGLE PEAK CONSULTANCY PVT LTD.

Designation : Data Entry Analyst

Duration : Aug 17, 2013 to Feb 12, 2014

Work Experience : 6 Months

Job Profile : Filling Online Accounts Forms like, Form 23 AC Balance Sheet and 23 AC XBRL Pdf File, Form 23 ACA Profit and Loss Account and 23 ACA XBRL Pdf File, Form 20 B Shareholders, Form 32 Particulars On Appointment.

Search Informations about Companies CIN (Company Identification Number) and DIN (Director Identification Number) on Web and Fill into Excel Sheets.

IT SKILLS

Skills Name : MS-Word, Excel, Power Point, Tally ERP.9, Online Accounts Forms Filling, Data Entry, Back Office Operations.

Version : 2010

Last Used : 2012

Experience : 3 to 4 Months

Typing Speed : 30 to 35 wpm with 90 to 95 % and above Accuracy.

EDUCATION

Standard	School Name	Board	% of Marks	Year of Passing
10th	Navyug School	C.B.S.E	45 %	2009
12th	Navyug School	C.B.S.E	51 %	2012

QUALIFICATION / EXTRA QUALIFICATION

Degree / Certificate	University / Institute	Division / Grade	Year of Passing
B.A. Programme	SOL (School of Open Learning) Delhi University	IIIrd	2015
Diploma in Computer Accounts	Oxford Software Institute, Pusa Road	A	2013

LANGUAGES KNOWN

Language	Read	Write	Speak
English	Yes	Yes	Yes
Hindi	Yes	Yes	Yes

AFFIRMATIVE ACTION

Category : SC

WORK AUTHORISATION

Job Type : Contractual

Work Status in Countries : India

Employment Status : Full Time

Place : New Delhi

Dikshant Nirwan

