

CURRICULAM VITAE

SHUBHAM ASWAL

1266, Janta Flats, GTB Enclave,
Dilshad Garden, Delhi- 110093.
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CAREER OBJECTIVE:

- I want to be part of an organisation where I can utilise my professional skills and business skills to contribute in the growth of the organisation and to grow with the organisation.

WORK EXPERIENCE:

- **Ministry of Corporate Affairs| October '14 – Currently working**

Working as **Data Entry Operator**

- Worked in Ministry of Corporate Affairs as a Data Entry Operator for October, 2014 to till date.
- Sending and receiving emails on the behalf of upper management.
- Performing a detail review on Politicians speech and make a record of it.
- Research and record all the speech and articles on assigned politician.
- Receiving calls for set up meeting with clients and maintaining a proper record of it.
- Working on Edit and scanning the documents.
- Type 20-30 pages daily for documentation purpose of new companies.

EDUCATIONAL QUALIFICATION:

- Passed Post Graduation From Indira Gandhi National Open University (M.com) in 2019.
- Passed Graduation From Delhi University (B.com) in 2016.
- Passed Intermediate Examination from C.B.S.E (Central Board of Secondary Education) in 2013.
- Passed Matriculation Examination from C.B.S.E (Central Board of Secondary Education) in 2011.

COMPUTER SKILLS:

- Basic knowledge of Computer (MS Office, MS Excel & Tally ERP.)
- Typing: 40 W/M (English).

STRENGTHS:

- Ability to work in highly motivated and dedicated environment.
- Flexibility/Adaptability.

PERSONAL DETAILS:

Father's Name : Shri Soni Aswal

Date of Birth : 22/10/1995.

Marital Status : Unmarried.

Nationality : Indian.

Gender : Male.

Language Known. : Hindi, English.

DECLARATION:

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

Date_____

Place_____

(SHUBHAM ASWAL)