

CURRICULUM VITAE

PRESENT ADDRESS:

Flat No.10, Narmada Apartment,
Sector-4, Vaishali,
Ghaziabad (U.P.)

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P.SUDHIR RAO

CAREER OBJECTIVE:

- To work with a company that can provide me with an ascending learning curve and utilize my abilities to achieve their goals.
- To work sincerely towards the achievements of the organizations goals.
- Together experiences through hard work to efficiency improve it.

STRENGTH:

- Accept challenge and solve them.
- I accept my failure and weakness & try to learn better than.

EDUCATIONAL QUALIFICATION:

- 10th Passed from CBSE Board, DELHI in 2008.
- 12th Passed with commerce from CBSE Board, DELHI in 2010.
- Graduate (B.com) with finance from Delhi University (D.U.), DELHI in 2013.
- Pursuing M.com from IGNOU, Delhi.

COMPUTER KNOWLEDGE:

- Basic Computer knowledge.
- Tally ERP (accounting knowledge).
- Networking (internet knowledge).

WORK EXPERIENCE:

- 2 years 7 months worked with M/s. Aakanksha Enterprises Pvt. Ltd., Delhi from 12 July, 2013 to November, 2015 as Data Entry Operator in Govt. Department on Contract base.
- 9 months worked with M/s. UDS Updater Services Pvt. Ltd., Delhi from 6 July, 2016 to March, 2017 Data Entry Operator/ Personal Assistant/ Office Co-ordinator in Govt. Department on Contract base.
- Currently working with M/s. BVG India Ltd., Delhi from 01 April, 2017 as Data Entry Operator/ Personal Assistant/ Office Co-ordinator in Govt. Department on Contract base.

PERSONAL PROFILE:

Father's Name	:	P.SHYAM SUNDER RAO
Date of Birth	:	10 January 1991
Sex	:	Male
Marital Status	:	Married
Language known	:	Hindi, Telugu and English
Nationality	:	Indian
Religion	:	Hindu
Hobbies	:	Travelling, listening songs, reading, riding bike.

DECLARATION:

I hereby declare that all the information and facts stated above are true and correct to the best of my knowledge and behalf. I request you to give me a chance as serve your organization with dedication hard work.

Date:.....

Place:.....

(P.Sudhir Rao)