




CURRICULUM VITAE

Hari Om

 **Address:-** H. No. 5C/97, N.I.T. Faridabad (Haryana).
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Career Objective

- ✧ My goals and career Objective is to do a good job and to perform to my capabilities and best if my abilities.

Academic Qualification

- ✧ Passed High school (10th) from **H.B.S.E. Board**
- ✧ Passed Intermediate (12th) from **N.I.O.S. Board**
- ✧ Pursuing B.A (First Year) from **IGNOU University**
- ✧ Passed CCC (Course On Computer Concept) from **NIELIT, DELHI**

Computer Skills

Knowledge For Ms-office :- Advanced Ms- Word, Ms - Power Point.(Design for Salary Slip, Cash Memo, Bills, Receipt in Ms - Excel, (Question Paper Type Maths, Hindi & English in Ms – Word) Advance Excel Formulas knowledge (**Vlookup, Hlookup, IF, Count, Countif, Sum, Sumif, Text, Choose, Transpose, Pivot Table, Index + Match & PMT, IPMT, PPMT, Data Validation, etc. & Excel Form Generate. (Typing Speed 30 – 35 WPM)**

Knowledge For Advanced :- CD/DVD Burning, File Spacing Compressing, Kundali making, Folder proctor, Scan file editing, Doc to PDF convertor, Adobe Reader, PDF editor & Photoshop editing.

Knowledge For Internet Surfing Searching, Mails (Gmail, Yahoo, Rediffmail) Face book, Team Viewer, Ammy, Show My PC, Downloading, Uploading, Google Drive, Animation Searching, Software Download, Image Searching, PDF Downloading, YouTube, All Type Online Forms Filling :- (**Aadhaar Card Update, Online Gas Booking, Online Payments, IRCTC Tickets Booking, Air Ticket Booking, College and School Forms fill, Passport form, Pan card, Voter card and etc.**)

Knowledge For Hardware and software:- Installing Windows 2000, XP, Vista, 7 ,8 ,10 Software & All Computer software install (Drivers & Software), & Networking knowledge.

Experience

- ✧ Presently working experience in **Planet Cyber, Faridabad** as a Computer Operator, Data Entry operator & Customer executive since May 2007 to till date.

Office Supported Skills

Have known with various useful methods of -

- ★ Multi line telephone controlling
- ★ Documents scanning and mailing
- ★ Knowledge for handling quality Photocopy Machines and the fax machines
- ★ knowledge for handling quality Printing Machines (colour and B/w)
- ★ Basic Regular office work.
- ★ Computer systems maintaining (Software installing & uninstalling)
- ★ Data Entry work and record maintain for customer
- ★ Online Forms Filling

Personal efficiency

- ★ Strong sense of responsibility and self motivation.
- ★ Good understanding and quick learning capability.
- ★ Ability to work hard with complete dedication.
- ★ Ability to learn and absorb new skills quickly.
- ★ Honesty and Integrity.
- ★ Hardworking & Responsible

Personal Details

Name : Hari Om
Date of Birth : 12th March, 1994
Father's Name : Sh. Ramesh Chand
Gender : Male
Marital Status : Married
Language Known : English & Hindi
Nationality : Indian
Hobbies : Listening to music & Net-Surfing

Declaration

- I hereby, solemnly declare that all the information furnished above are true, complete and correct to the best of my knowledge.

Date:/...../.....

Place: Faridabad.....

[Hari Om]