

# **CURRICULUM VITAE**

**Jai Prakash**  
**VPO-Kalwari Teh-Tauru**  
**Dist- Gurgaon State Haryana**  
**Contact No. +919812131927 9812654649**  
**Email: jaiprakashrao470@gmail.com**

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## **Career Objective:**

Seeking an opportunity to apply my skills and enhance it by constantly learning, evolving and implementing key learning's as desired in the job, follow an organized and ambitious approach to work and contribute to the progress of organization. A Learner for Life

## **Educational Qualification:**

- 10<sup>th</sup> from HBSE Board Bhiwani
- 12<sup>th</sup> from HBSE Board.Bhiwani
- Pursuing Graduation From Karnatka University.

## **Work Experience:**

- One yaer experience F-Tec Computer Center
- Three Year and 6 month experience in Scholastic India Pvt. Ltd. As a Computer Operator at Hero Honda Chowk Infocity Sec 34, Bharti Sigma Center , Gurgaon
- Working in Scholastic India Pvt. Ltd. as a Data Entry Operator Till Date.

## **Company Profile:**

- Scholastic India is publishing books for children
- It is an education and media industry
- Book Club Master Order

## **Skills:**

- Nice communication
- Good command on MS-OFFICE
- Good command on Excel
- Good knowledge of Internet
- Teacher Loyalty program
- Cheque Entry in excel
- Billing in Company software
- Sale Return
- Teacher Incentive
- 35 word speed of typing

# **BIO-DATA**

## **Personal Details :**

Father's Name : Bhadar singh

Date of Birth : 28 Sep 1992

Gender : Male

Nationality : Indian

Marital Status : Married

Address Permanent : VPO-Kalwari The-Tauru Dist -Gurgaon  
State- Haryana, Pin code- 122105

Language Known : English & Hindi

Typing Speed : 35wpm

Hobbies : Music, Cricket, TV, Working on computer,  
Typing speed etc.

## **Declaration:**

I hereby submit all the information furnished by me is authentic to best of my knowledge and true.

**Date :**

**Place : Kalwari**

**Jai prakash**

**(Signature)**