

# **CURRICULUM VITAE**

**Mukesh Singh Negi**

**Address:** - Block B-208 near Rajdhani Public School Gyan Mandir Road Jaitput Extn. Bardarpur New Delhi-110044

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## **OBJECTIVE:**

Having 5 years of experience in the field **DATA ENTRY OPERATOR** with the objective to work in a challenging result oriented position that can give me better opportunities to utilize my capabilities & skills to achieve my goal along with organization goals. To join a progressive firm where I can get to learn and where I can use my potential for company growth.

## **SKILLS:-**

- **Working Office Excel, Surfing Internet**
- **Typing Speed 50 above with 95 plus accuracy**

## **WORKING EXPERIENCE:**

- **Magus Costumer Dialog Tughlakabad in 5 months worked as Data Entry Operator.**
- **Shappra Pvt Ltd. Noida Sector 18 in 5 months worked as Data Entry Operator.**
- **Omcomputronix Nehru Place in 7 months worked as Data Entry Operator.**
- **Silverskills Pvt Ltd. Udyog Vihar Phase-3 Gurugram in 2 Years 6 Months and to be pursuing as Data Entry Operator.**

## **EDUCATIONAL QUALIFICATION:**

- **10+2 Completed from CBSE Board**
- **Graduation Completed from Delhi University**

## **ADDITIONAL QUALIFICATION:**

- **1 Year Diploma (DCA) Computer Course from MIT Institute.**

## **PERSONAL DETAILS:**

**Father Name:** - Madan Singh Negi

**Date of birth:** - 17 August 1995

**Place of birth:** - Uttrakhand

**Gender:** - Male

**Languages known:** - English, Hindi & Kumauni

**Marital status:-** Unmarried

**Religion/Caste:** - Hindu

**DATE:** -

**Gurugram**

**(Mukesh Singh Negi)**