

RESUME

AJAY CHAUHAN

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Address:- Madanpur khadar Sarita Vihar New Delhi - 110076

Objective

To learn and function effectively in an organization and be able to deliver to the bottom-line to constantly upgrade my knowledge and skills and make a difference in whatever I do.

Educational Profile

- 10th Passed with 56% from C.B.S.E Board Delhi in 2013
- 12th Passed with 83% from U.P. Board in 2016
- B.COM 2nd year Jamia Islamic university (IGNOU)

Additional profile

- Diploma In Financial Accounting
- Diploma in Mahindra Retail Foundation

Technical profile

- Good knowledge Of computer
- Basic Knowledge Of MS Office
- Basic Knowledge Of MS Excel

Work Experience

- Company Name : Capital Record Centre (CRC) Pvt. Ltd.
- Designation : Data Entry Operator (DTO)
- Duration : 10th July 2018 to Till Date
- Company Name : Vodafone
- Designation : Sales Calling
- Duration : 1 Year

My Strength

- Accept any task & work as a challenge
- Good Communication Skills

Personal Information

- Date of Birth : 15 June 1997
- Gender : Male
- Father name : Mr. Ashok Chauhan
- Nationality : Indian
- Language : English & Hindi
- Marital Status : Unmarried
- Permanent Address : Vill. Madanpur khadar Sarita Vihar New Delhi - 110076

Declaration

I do hereby declare that the particular of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE :

DATE:

Ajay Chauhan