



## ARJUN DABAS

**Contact No: - 9311196268, 9582803864**

**Email: [dabas.arjun2@gmail.com](mailto:dabas.arjun2@gmail.com)**

*A self-motivated and committed to work individual, seeking a suitable opening in the corporate sector, to start a fruitful Career.*

### CAREER OBJECTIVE

**“Intend to build a career with leading curate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.”**

### JOB OBJECTIVE

To take up a challenging position in an organization that actualizes my qualification, skills and abilities and aid me in the growth of organization.

### EDUCATION / QUALIFICATIONS

Qualification	Specialization	College/University	Board	Year	%age of Marks
One Year Diploma in Computer Application	Computer Application	YMCA, New Delhi	YMCA, New Delhi	2013	58.25
Two Year Diploma in Education	Primary Teacher	Maa Trimukha Training College, Kharipur	Board of Secondary Education Madhya Pradesh Bhopal	2014	80.10%
Bachelor of Arts	Arts	School of Open Learning	University of Delhi	2016	47.66%
Sr. Secondary Certificate Examination	Humanities	Kendriya Vidyalaya, Sec 22 Rohini, Delhi	C.B.S.E, DELHI	2012	69.60%
Secondary School Examination	-	Kendriya Vidyalaya, Sec 3 Rohini, Delhi	C.B.S.E Delhi	2010	6.4 CGPA

## SKILL SETS

- **Typing Speed :** 40-45WPM
- **Computers/IT :** Computer Savvy and Good at Data entry and inventory Management.

## ACHIEVEMENTS & ACCOMPLISHMENTS

- 1<sup>st</sup> Position In Quiz at Kendriya Vidyalaya Sangathan - 2011
- 1<sup>st</sup> Position In Annual Sports meet In School level – 2011
- 3<sup>rd</sup> Position Swani Vivekanand Training Institute of Computer - 2013
- Office Management Course from YMCA in New Delhi

## EXPERIENCE

- Pacific Sport Complex as a Salesman from Oct, 2017 to Jan, 2018
- Hindustan Times, New Delhi as Data Entry Operator from July 2016 to Oct, 2016
- Step to Fitness as a Salesman from July 2015 to Dec, 2015

## STRENGTHS

- Meticulous & Hardworking
- Sincere & Optimistic
- Result Oriented with Good Communication Skills

## HOBBIES/INTERESTS

- Health Conscious Workout
- Reading
- Adventurous Sports

## PERSONAL DOSSIER

<b>Name</b>	:	Arjun Dabas
<b>Father's name</b>	:	Sh. Kuldeep Singh
<b>Date of Birth</b>	:	20 <sup>th</sup> March 1994
<b>Gender</b>	:	Male
<b>Marital Status</b>	:	Unmarried
<b>Nationality</b>	:	Indian
<b>Religion</b>	:	Hindu
<b>Language Known</b>	:	Hindi, English and Shorthand
<b>Postal Address</b>	:	House no-246 Mangol Pur Kalan , Near Sec-2, Rohini, Delhi :- 110085

**Brief Pen Picture**

: *I am a sincere, disciplined, hardworking,  
Practical & result oriented individual. I always keep myself  
abreast with the latest developments around the world to  
expand my horizon of knowledge.*

**DECLARATION**

I, hereby solemnly declare that all the details furnished above are true to the best of my Knowledge.

**Date:**

**Place:**

**(ARJUN DABAS)**