

RESUME

PREM CHANDRA

Mobile No: 8826135265

OBJECTIVE

To prove myself dedicated, worthful and energetic in a progressive organization that gives me scope to apply my knowledge and skills and be a member of a team that dynamically works towards success and growth of the organization and to emerge as a successful leader in the future.

QUALIFICATION

- Graduation – B.Com passed from Delhi University
- 12th passed from CBSE Board
- 10th passed from CBSE Board

PROFESSIONAL QUALIFICATION

- Knowledge of MS office (Word , Excel , Powerpoint)
- C.C.A. From N.I.T.C Inderpuri
- Typing Speed 30+ WPM

EXPERIENCE

- Worked with **DTDC PVT. LTD.** As a **EXECUTIVE** for 2 Year 2 Month

PERSONAL ATTRIBUTES

Hard Work, Confident, Quick decision making

HOBBIES

Listening to Music, Internet Surfing

PERSONAL DETAILS

Father's Name : Chhote Lal
Date of Birth : 10nd Aug 1993
Permanent address : W-53/158 Payal, Naraina, New Delhi - 110028
Language Known : Hindi and English

Email ID - **premc2776@gmail.com**