

CURRICULUM- VITAE

SUDHIR KUMAR

H-134 Dakshinpuri

NEW DELHI-110062

Mob: - **8527826586**

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CAREER OBJECTIVE

To work in challenging environment which provide ample opportunities for learning & growth? I am always the hard worker quick learner & work with dedication and honestly.

ACADEMIC QUALIFICATION

- Graduation Completed from DELHI UNIVERSITY
- 12th passed from CBSE board
- 10th passed from CBSE board

TECHNICAL COURSE/KNOWLEDGE OF COMPUTER

- ❖ Knowledge of basic computer.

1. Ms word
2. Excel
3. Power point

- ❖ Basic Knowledge of Internet
- ❖ Good Knowledge of Typing

Typing Speed; - **40 wpm. Alpha & Numeric**

WORKING EXPERIENCE

- Experienced as '**Digital Marketing Executive – (Computer operator)**' at "**Excel India Publishers PVT. LTD**" in 91A Ground Floor, Prateek Market, Munirka, New Delhi.

(Internet Marketing - Conference, Seminar Searching/ Letter Work/ Mailing Etc.)

- 1 Year Experienced as '**Computer Operator**' at "**J. Mitra & Co. PVT. LTD.**" in A-180 & 181 Okhla Phase-1 Industrial area, New Delhi-110020.

(Preparing Report/ Typing Work/ Letter Formating/ Mailings/ ERP Etc.)

PERSONAL INFORMATION

Father's Name	:	Sh. Shyam Narain
Date of Birth	:	02/06/1993
Gender	:	Male
Languages	:	Hindi & English
Hobbies	:	Net Surfing, Watching Movies & Listening Songs etc.
Salary Package	:	Negotiable
Nationality	:	Indian

DECLARATION :

I declare that information furnished above is true to the best of my knowledge.

Date:

Place: New Delhi

(SUDHIR KUMAR)