

Objective:

To work in a corporate entity that provides the path for career growth opportunities and also efficiently uses the employee's skills & efforts for its progress.

Education:

Qualification	University/Board	Month-Year	Percentage
12 th Class	N.I.O.S	March, 2013	70.00
Graduation	Delhi University	Pursuing	Pursuing

Experience:

- Working as a Data entry operator in Entire Technology, Delhi since January 2013. Work involves maintaining data properly and combining data from various sources to generate an accurate result .

Technical Skills:

- Well versed MS excel, MS word, MS Access, Power Point
- Efficient in internet, emailing
- Typing Speed 30-40WPM

Strength:

- Hard Working
- Can learn fast from mistakes
- Can utilize available resources efficiently
- Can inspire others to work honestly
- Can perform under pressure
- Can execute a task within given time
- Can easily adept to any new implementation

Goal:

- Generate accurate result
- Meet target beforehand

HOBBIES:

- Reading newspapers.
- Net Surfing
- Listening Songs.
- Playing LAN games and table tennis.
- Photography.

PERSONAL DETAILS:

- Father Name – Sri Anil Kumar
- Date of Birth – 11-10-1996
- Marital Status - Single
- Language known - English, Hindi
- Nationality - Indian