

RESUME

Krishan Choudhary

Address :- H.NO 77 Malik Nagar

Muradnagar Ghaziabad (U.P)

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CARRIER OBJECTIVE

I seek a responsible and challenging position which makes use of the full potential of my talent & which gives me an opportunity of personal growth and professional advancement.

PROFESIONAL EXPERIENCE

Organization Name: JR OUTSOURCING GHAZIABAD

Job Role : Data Entry Operator

Duration: 12 Months

Key Responsible Areas:

- ❖ Edited Processed data entry and distribution of raw source documents.
- ❖ Filled machine with input and output media as required.

EDUCATIONAL DETAILS

Course	Board/ University	Passing year	Percentage
B.com	SOL Delhi University	Pursuing	--
InterMediate	U.P Board	2015	61.8
HighSchool	U.P Board	2013	73.5

Computer Skills

- ❖ Proficient in Microsoft office Products (MS WORD and MS EXCEL)
- ❖ Posses Typing Speed 20-25 words per minute.
- ❖ Good Knowledge of Email and Internet.

Personal Information

Father's Name : Sh. Satpal Choudhary
Date of Birth : 14-04-1999
Nationality : Indian
Marital Status : Unmarried
Sex : Male
Language Known : Hindi and English
Hobbies : Traveling and Listening Music.

DECLARATION

I here by declare that the mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the mentioned particulars.

Date:

Place:

(Krishan Choudhary)