

# Pankaj Sharma.

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## Personal Details

Father's Name:- Mr. B.N Sharma.  
Date of Birth:- 26/09/1996  
Address:- Room No. 75 Air Force Station Race Course PG Colony New Delhi 110003.  
Marital Status:- Single.  
Religion:- Indian.  
Nationality:- Indian.  
Hobbies:- Reading Books, Playing Basket Ball.  
Communication Language:- Hindi, English.  
Contact No:- 7838428565  
E-Mail:- [rv07786@gmail.com](mailto:rv07786@gmail.com)

## Educational Qualification

Year	<u><b>Air Force Senior Secondary School OWC Race Course New Delhi 110003.</b></u>
2014	Passed 10 <sup>th</sup> (Arts) from CBSE Board.
2016	Passed 12 <sup>th</sup> (Arts) from CBSE Board.
Graduating	Last Year of Political Science Hons. From Delhi University.

## Skills

Basic Knowledge of Computer, **MS Word, MS Excel, MS Power Point.**  
& Typing Speed: **50 wpm.**

## Experience

- One year experience as **Data Entry Operator, Analyst and Back office Assistance.**
- Have done **Internship** in TCG Media as Data Entry Operator.

## Strengths

- Good Communication Skills.
  - Ready to take Responsibility.
  - Quick Learner and Good Interpersonal Skills.
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