

## CURRICULUM VITAE

**Naval Kishor**

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**Jaitpur, Badarpur, New Delhi-110044.**

### **Career Objectives:**

To work with an esteemed organization where I have scope to develop my skill and at the same time to work in the favor of organization.

### **Education Qualification:**

10<sup>th</sup> Passed from CBSE Board.

12<sup>th</sup> Passed form CBSE Board.

B.A. (Hons.) from Delhi University.

### **Professional Qualification:**

MS-Office, D.T.P.

Typing Knowledge English 40wpm. & Hindi

### **Work Experience:**

3 year experience from Data Entry Operator.

### **Skill Development**

Excel wok as a Vlookup, Form Entry, Merging, Formatting, splitting, Composing, pdf to excel & Email Resolve.

### **Personal Attitude:**

Can works well as a part of groups and work well under pressure.

Learn quickly, produce quality work, and follow safety standards.

Reflect a positive attitude and maintain professional appearance.

### **Hobbies & Interest:**

Watch Movies, Listening music, Playing Cricket, Study etc.

### **Personal Profile:**

|                |   |                 |
|----------------|---|-----------------|
| Father's Name  | : | Mr. Krishna     |
| Gender         | : | Male            |
| Date of Birth  | : | 17-Oct.-1993    |
| Nationality    | : | Male            |
| Marital Status | : | Unmarried       |
| Language Known | : | Hindi & English |

**Date:.....**

**Place: New Delhi**

**(Naval Kishor)**