

RESUME

MOHIT KUMAR

Call:+918076860406
Email:mohitkumar51k@gmail.com

Career Objective:

I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

Educational Qualification:

10th Passed From CBSE

12th Passed From CBSE

ITI Pass Out Mechanical Trade

Work Experience:

3. Month Lic company | Help Desk

8. Month Data entry | Freelance Work

10. Month Kyc Documents verification | Instantpay Company

3. Month MIS Costumer Support | Instanpay Company

Skills:

Basic Acknowledge

MS Excel , MS Word

Data Cleaning , Web Searching

Data Mining , PDF To Doc

PDF To Word , Email Handling

Typing

Strengths:

Good Communication Skills.

Ready to take responsibility.

Quick Learner and Good Inter personal skills.

Personal Profile:

Name : Mohit kumar

Father Name : Bijender Kumar
Date of Birth : 22-11-1997
Marital Status : Unmarried
Religion : Hindu
Nationality : Indian
Languages Known : English,Hindi
Address : E-3/199 Shiv ram park Nangloi
New Delhi

Declaration:

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

Place:

Date:

(MOHIT)