

RESUME

Name :- Naveen Kumar

Email: naveen.29174@gmail.com

Phone :- 8350830199, 9315054257

Current Location:- Noida, Delhi NCR

Preferred Location:- Delhi NCR

CAREER OBJECTIVE:

Seeking an opportunity to work with a reputable firm that utilizes my educational skills & strength effectively and enables me to make a positive contribution towards the growth of the company.

KEY SKILL:

- MS Office, And good hand on Advance Excel. (vlookup, hlookup. pivot table, charts, all other formulas.)
- Good typing speed of 35/wpm.

WORK EXPERIENCE:

- Working experience of 6 months in **Competent Software Pvt. Ltd.** , as a Data Entry Operator. From: December 2017 to April 2018.
- Currently Working in Dataworld Information Systems Pvt. Ltd. as Data Entry Operator, (excel executive). From: July 2018 to Till Present.

S. No.	EDUCATION QUALIFICATION	School/Institute	Board	Year of Passing/Session	Marks%
1	12 th Non-medical	Govt. Sr.Sec. School Garh Jamula	HPBOSE Dharamshala	2014	58
2	10 th	Rishi Valley Convent Public School Garh Jamula	HBOSE Dharamshala	2012	81
3	B. A. Programme	Delhi University	Delhi University	Pursuing

PROFESSIONAL CERTIFICATION:

1	6 months Course in Computer Science	Sarva I.T. & Educational Development India	2014- 2015
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PERSONAL PROFILE:

Name	Naveen Kumar
Father's Name	Pratap Singh
Date of Birth	29 May 1997
Language	English & Hindi

Marital Status	Unmarried
Present Address	B-08A, Block A, Sector-81, Noida, Uttar Pradesh, 201305, India

Date :.....

NAVEEN KUMAR

Place: