

CURRICULUM VITAE

Rishi Bainwal
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Career Objective

A challenging position in a professional organization where I can enhance my skills, strength and commitment in a warm and supportive environment in conjunction with the organization goals and objective.

ACADEMIC QUALIFICATION

- Graduate, B.A.(Programme) from University of Delhi.
- Matriculation from C.B.S.E in 2003
- Intermediate from CBSE in 2005

PROFESSIONAL QUALIFICATION

- Diploma in MS-Office from Mass Computer Centre, Aram Bagh Paharganj, Delhi-110005.

EXPERIENCE DETAILS

- Worked as Sales Executive in HSBC Bank, Bhikajigama Place, Delhi.
- Worked as Data Entry Operator in Bureau of Civil Aviation, Janpath Bhawan, Janpath New Delhi.

JOB PROFILE

- Typing of letters, Notes.
- Data Entry on organizational software
- Searching information on Internet
- Attending telephone calls
- Keeping records of files/ letters/ other documents.
- Operate office equipment like Scanner/ Fax/ Photocopier
- Diary dispatch and other routine official work

PERSONAL DETAIL:-

Father's Name : Rajender Lal
Date of Birth : 02.06.1987
Sex : Male
Language Known : English, Hindi
Marital Status : Single
Nationality : Indian

Date :

(Signature)