

Resume

LAKSHMAN BHARTI

P.No. 3&4 F/F,
Partap Enclave Mohan Garden,
Uttam Nagar,
New Delhi 110059
Mobile No. - 9667282505
Email: bhartilakshman123@gmail.com

Career Objective

“To work as a team member in a team which believes to work in a challenging and dynamic environment to keep adding value to myself and simultaneously contribute to the growth and success of the organization”.

Work Experience

1. Work with **Hyundai Motor** India Ltd, Corporate One Baani Building, Plot No.5, Jasola, New Delhi, as a Data Entry Operator.

Job Profile:- Reporting to Branch Manager and Section In charge & Operation key responsibility are as follow:-

- ☐ Collecting data from all Regional Offices and prepare a tabular form in excel sheet.
- ☐ Day by day mail check
- ☐ All type of filing work
- ☐ Compilation of data in excel

2. Work with National Council for Teacher Education (A Statutory body of the government of India), Wing –II Hans Bhawan, 1, Bahadur Shah Zafar Marg, New Delhi. Since July 2015 to 2018 as “Data Entry Operator”

Job Profile:- Reporting to Under Secretary and Deputy Secretary & Operations key responsibility are as follow:-

- ☐ All type of file work
- ☐ Noting and Drafting
- ☐ Preparation/ Compilation of Agenda and Minutes of meeting
- ☐ Handling eOffice system (an Integrated file and records management system)
- ☐ Time to time assigned work

3. Work with Assorted Jeans, 36,37 Partap Enclave Mohan Garden Uttam Nagar.

Professional Qualifications

- ☐ Diploma in Food & Beverage Service National Council For Hotel Management And Catering Technology New Delhi
- ☐ **Infoedge:** Certification of Competency in Computing MS word from NIIT of 120 Hour duration (**4 – month**)

Education Qualification

- ☐ Bachelor of Art (B.A).
- ☐ Higher Secondary Education 12th from CBSE, Delhi
- ☐ Secondary Education 10th from CBSE, Delhi

Strengths

- ☐ Dedicated and fully committed
- ☐ Able to multi task
- ☐ Honest, Hard work, Sincere with high level of integrity

Personal Information

- | | |
|--|----------------------|
| <input type="checkbox"/> <input type="checkbox"/> Nationality | : Indian |
| <input type="checkbox"/> <input type="checkbox"/> Farther Name | : Shri Nandan Bharti |
| <input type="checkbox"/> <input type="checkbox"/> Language Know | : English, Hindi |
| <input type="checkbox"/> <input type="checkbox"/> Gender | : Male |
| <input type="checkbox"/> <input type="checkbox"/> Marital Status | : Unmarried |
-

Place: New Delhi

(Lakshman Bharti)