

Resume

Name Rakesh Giri
Address L 1st 1623-A Gali No. 29/9, Near Asthal Mandir,
Sangam Vihar Khanpur New Delhi 110062
Mobile No. 9953414609

Objective

- Do smart work towards the benefits of company with all my capabilities & implement all my skills.

Academic Qualification

- B.A from Delhi University
- 12th passed from CBSE Board
- 10th passed from CBSE Board

Technical Qualification

- One Year diploma course in computer from F Tac skill development
- MS Office (Word, Excel And Power Point)
- Typing speed around 30 - 35 wpm

Work Experience

- One year experience of computer operator In Rail Advertis at Khanpur.
- Six months experience of data entry operator in I Think Solutions at Nehru place.

Personal Details

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| ➤ Father Name | Mr. Har Giri |
| ➤ Mother name | Mrs. Bhagwati Devi |
| ➤ Date Of Birth | 23 Jan 1995 |
| ➤ Marital Status | Unmarried |
| ➤ Nationality | Indian |
| ➤ Language Known | Hindi & English |

Declaration

- I hereby declared that all the information given by me is true according to my knowledge.

Place **New Delhi**

Rakesh Giri