

# **CURRICULUM – VITAE**

## **NAVRATAN SAHOO**

H.No-55, Anand Gram,

Tahirpur, Delhi-110095

Contact No.: 9968346979

Email- ratan.nav9@gmail.com

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### **OBJECTIVE**

- *To join an organization in which I can contribute my knowledge and skills: an organization which offer work that is challenging and which will enhance my skills and make me realize my potential my allowing me to work to the best of my ability.*

### **ACADEMIC QUALIFICATIONS**

- Passed **10<sup>th</sup> Class Examination** from Haryana Board.
- Passed **12<sup>th</sup> Class Examination** from CBSE Board.

### **PROFESSIONAL QUALIFICATIONS**

- Completed Basic Computer Course with Tally & Bussy.

### **WORKING EXPERINCE**

- Worked with Idea BPO as a Telecaller for one year.
- Worked with Deptt. of Trade & Taxes by ICSIL (Contractual) as a Data Entry Operator for Three years.

### **MY STRENGTH / INTEREST**

- Punctuality
- Hardworking
- Self-Confident

### **PERSONAL PROFILE**

Date of Birth	:	25 <sup>th</sup> Feb 1992
Father's Name	:	Basu Dev
Sex	:	Male
Religion	:	Hindu
Marital Status	:	Unmarried
Nationality	:	Indian
Languages Known	:	Hindi & English

Place : .....

Date : .....

**(NAVRATANSAHOO)**

