

# Curriculum Vitae

**UMESH VERMA**

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## CAREER OBJECTIVE

TO WORK IN A FIRM WITH A PROFESSIONAL WORKING ENVIRONMENT, WHERE I CAN UTILIZE AND APPLY MY SKILLS AND KNOWLEDGE WHICH WOULD ENABLE ME TO GROW WHILE FULFILLING ORGANIZATIONAL GOALS.

## ACADEMIC DETAILS

Qualification	Board/University	Year
10+2 – Science	U.P. Board, Allahabad	2015
10th / Matriculation	U.P. Board Allahabad	2013

## BASIC KNOWLEDGE

**MS Word:-** Shortcut keys, formatting and editing text, borders and bullets, table creation, Typing speed in English (25-30 wpm), typing speed in Hindi (13-16).

**Ms Excel:-** **Data Compile, VLOOKUP/HLOOKUP**, Shortcut Keys, Formulas, Adding/Modifying worksheets, Data Filtration

**MS PowerPoint:-** Slide creation, Creating Master slide, Formatting, Hyperlinks, Adding Objects, media and animations.

## EXPERIENCE

- ✓ I have 1.5 Year Experience of online Form filling as a **Lokwadi Kendra**.
- ✓ I have 6 Months Experience of DEO in **Myntra** Company In **Gurgaon**.
- ✓ I have 7 Months Experience of **Executive Backend Job(KYC)** as a **Data Entry** From **DiGispice(Spice)** Company Global Knowledge Park, **Noida** Sec. 125, U.P. 201301.

## PERSONAL DETAILS

NAME	:	UMESH VERMA
FATHER'S NAME	:	MR. GYAB BABU VERMA
MOTHER'S NAME	:	MRS. LATA VERMA
DOB	:	04 DEC 1997
MARITAL STATUS	:	UNMARRIED
LANGUAGE KNOWN	:	HINDI & ENGLISH

**Place : Etah**

**(Umesh Verma)**