

CURRICULAM VITAE

Vishal

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Permanent Address:

House No.-211, Ward No.-2, Mehrauli,
New Delhi-110030.

Summary:

- Hands on experience on Microsoft office and other administrator work, updating files and data.
- Done data entry and file management work. Diary dispatch.

Professional Experience:

- Worked as a Sales Executive in Jonaren Technology Pvt. Ltd. For 3 Months.
- Worked as a Data Entry Operator in Kendriya Vidyalaya Sangathan for 2 Years and 2 Months on Contractual Bases.

Educational Qualifications:

QUALIFICATION	COLLEGE/SCHOOL	YEAR	BOARD/UNIVERSITY
BCA	IGNOU, New Delhi	Pursuing	IGNOU
12 th	National Institute of Open Schooling, New Delhi	2015	NIOS
10 th	Rajkiya Pratibha Vikas Vidyalaya, Vasant Kunj, New Delhi	2012	CBSE

Skills Set:

- **Software Package** : Microsoft Office 2007 and 2010

Other Information:

➤ **INTEREST**

Personal: Listening Music, Keeping track of latest technologies in Mobile, Watching and Playing Cricket, Watching latest TV shows on Netflix.

Languages Known: English, Hindi.

- **Other Curriculum Activities:** Participated in "Taekwondo", "Wrestling" and "Weight Lifting" competitions.

Fathers Name	:	Chander Pal
DOB	:	21st August 1996
Nationality	:	Indian
Religion	:	Hindu
Sex	:	Male

Declaration:

- I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Place: New Delhi.

VISHAL