

# **RESUME**

**MANJEET KHATRI**

## **ADDRESS-**

H.No. 1164, Pana Paposiyan

Narela , Delhi

Pin - 110040

**Phone No. 8447140047**

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## **Objective:-**

To work for organization that believes in setting standards and can utilize my talent to the optimum level and have a concern of the employee and itself at the maximum .

## **ACADEMIC QUALIFICATION:-**

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- ❖ **B.Sc ( Mathematics )** from Monad University
- ❖ **Intermediate** exam from C.B.S.E. Board
- ❖ **Matriculation** exam from C.B.S.E. Board

## **PROFESSIONAL QUALIFICATION:-**

1. 6 Months Certificate Course in Computer Application.
2. 3 Years experience in Data Entry Operator cum Clerk work in Government Department (SANGEET NATAK AKADEMI) by the Private Agencies (JINENDRA ENTERPRISES & SSM FACILITY MANAGEMENT COMPANY & SSM FACILITY MANAGEMENT SERVICE) .
3. Good Typing Speed and Short Hand Knowledge.

## **STRENGTH**

- ❖ Willing to take responsibilities & Capacity to lead a Team
- ❖ Ability to work under pressure & Time constraints
- ❖ Self Confidence, Strong willpower quick learner & Commitment

### **PERSONAL DETAILS**

↗ Date of Birth : 19<sup>th</sup> Oct 1992  
 ↗ Father's Name: : Sh. Jagdish Khatri  
 ↗ Gender : Male  
 ↗ Nationality : Indian  
 ↗ Marital Status : Married  
 ↗ Language know : Hindi , English

To utilize my ability and skills in favour of organization objectives and to learn from new opportunity and competition to make myself a mark of reorganization in the corporate world.

**Date-----**

**Applicant**

**Place-----**

**( MANJEET KHATRI )**