

C.V.

Name: GAURAV

S/O Satpal

Date of Birth :10 August 1991

Martial Status: Unmarried

Present Address:-

R-644 Raghbir Nagar

New Delhi

Pin code – 110027

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Objective:-

To work in a vibrant environment as a team player where I can utilize my abilities in order to leverage my skills and knowledge to add up the value to the company, simultaneously growing with it.

Academic Qualification:-

- *Intermediate from N.I.O.S. Board in 2010*
- *High school from N.I.O.S. Board in 2012*
- *Pursuing BCA from I.G.N.O.U in 4th Semester.*

Professional Qualification:-

- *6 Months Diploma in Computer from Sewa Bharti Institute.*
- *6 Months Diploma in D.T.P. From Sewa Bharti Institute.*
- *Typing speed 40 Wpm to 45 Wpm.*
- *Knowledge of programming languages.*
- *Learning Hardware and Networking course from Saksham Bharti*
- *Language Known: Hindi, English, Punjabi.*

Work Experience:-

- *1 year experience as a data entry operator and quality analyst in JMD InfoTech. From December 2012 to December 2013.*

Additional Attributes:-

- ✓ *Good Communication Skills.*
- ✓ *Self motivated.*
- ✓ *Hard working.*
- ✓ *Sincere & Honest.*
- ✓ *Listening and learning quickly.*
- ✓ *Having good planning and problem solving skills.*

Declaration:-

I here by declare that all the information provided by me is true and accurate according to my knowledge.

Date.....

Place.....

GAURAV