

Curriculum Vitae

Vishal Aggarwal

Mobile No. -- 9650058895

Email Address-- vishalaggarwal333@gmail.com

CAREER OBJECTIVE:

To work in a professionally managed organization where experience with dedication Are considered valuable and desire a sustained growth along with the company & excelling in my relevant areas of interest where i can perform up to best of my capabilities.

ACADEMIC QUALIFICATION:

- B.A. (Bachelor of Art) from Delhi University 2015.
- 10+2 (intermediate) from C.B.S.C Board in the year of 2012.
- 10th (high school) from C.B.S.C Board in the year of 2010.
- 1 year Diploma Course from IICS Institute at Bhajanpura.

TECHNICAL SKILLS & COMPUTER EFFICIENCY:

1. Comfortable with **Typing, Data , MS Word & Excel**
2. Comfortable with **MS Office & Internet skill, E-mailing, Outlook etc.**
3. Comfortable with **Advance PPT, Access & Excel Formulas**
4. Comfortable with **Inward and Outward Document**
5. Good leadership, problem solving and **Communication Skills**
6. Comfortable with any situation on the job
7. Comfortable with any files at organization
8. Full time position available
9. Typing Speed **30+**

PROFESSIONAL EXPERIENCE:

Current Employment Details:

INDIAMART (DD Infosoft) as Computer Operator Executive
Dec/2016 to July 2018.

Personal Information:

Adress	C-58, St No-4, Khajoori Khass, Delhi-110094
Father`s Name	Mr. Rajender Aggarwal
Date of birth	03.11.1993
Religion	Hindu
Marital status	Single
Language Known	Hindi & English

DECLARATION:

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

Date:
Place: Delhi

Vishal Aggarwal