

CURRICULUM - VITAE

SANDEEP

**H. NO.-82, GALI BOHRO WALI,
NAJAFGARH, NEW DELHI-110043,
PH. : 8742948371 , 9968796675
Email ID: Sandeep.sandy189@gmail.com**

CAREER OBJECTIVE

To seek opportunities and challenges for contribution in growth and development to your esteemed organization with my knowledge, experience and efforts in excellent working environment.

EDUCATIONAL QUALIFICATION

- ❖ Secondary School from C.B.S.E.
- ❖ Sr. Secondary School from C.B.S.E.
- ❖ **B.A. (Pass)** from Deemed University. (RAJASTHAN)

PROFESSIONAL QUALIFICATION

- ❖ **One Year Diploma in Computer Application in Click@Career (Govt. Regn.) Institute.**

TECHNICAL QUALIFICATION

- ❖ In-depth Knowledge of various computer applications viz. MS-Office, Basic Excel, Power Point, Paint & Internet etc.
- ❖ **Typing Speed 45 W.P.M.**

WORK EXPERIENCE – TOTAL 13 YEARS

- ❖ Worked in **Ministry of Health & Family Welfare, Nirman Bhawan** as a “**Data Entry Operator**” to **Asst. Accounts Officer** from **April, 2010 to Aug, 2012.**
- ❖ Currently working in M/o Information & Broadcasting (Press Information Bureau) as **Executive Assistant to Joint Director (an IIS Officer)** from **December, 2017 to till date.**

PRESENT WORK PROFILE

- ❖ In-depth knowledge of job profile with excellent administrative, interpersonal and team skill.
- ❖ All Secretarial Duties like taking dictations of Official Orders, Letters, Memos. Correspondence, Reports, Managing official calls and e-mails.
- ❖ Maintaining Regional Report of All Regional Branch computerization of Records Systematically.
- ❖ Highly skilled in managing time and organizing work priorities.

PERSONAL ABILITIES

- ❖ Possess quality like discipline, punctuality, regularity and sincerity.
- ❖ Always strive for improvement.

PERSONAL PROFILE

- ❖ **Father's Name** : Late. Sh. Ram Niwas
- ❖ **Date of Birth** : 12th Aug, 1988
- ❖ **Marital Status** : Un-Married
- ❖ **Nationality** : Indian
- ❖ **Sex** : Male

LANGUAGES KNOWN

- ❖ English & Hindi

Date: 14.12.2017

Place: New Delhi

(SANDEEP)