

## CURRICULUM VITAE

**Akhilesh Chakrawarti**

**CONTACT ADDRESS:**

**C-2/1331 Rohini Sector 27 New Delhi 110085**

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### CARRIER OBJECTIVE:

To be a part of progressive organization that can provide challenging work environment and facilitate growth an organization this will be utilize my qualifications and skills to have mutually satisfying Benificial relation.

### ACADEMIC QUALIFICATION:

- 10<sup>th</sup> Passed 2009 from U. P. Board Allahabad.
- 12<sup>th</sup> Passed 2011 from U. P. Board Allahabad.
- B. A. Pursuing from Delhi university

### TECHNICAL QUALIFICATION:-

- Basic Knowledge of Computer Applications
- Ms Office
- Ms Excel
- Internet
- Instruments

### Organizational Experience

**RIDHI CONSTRUCTION NETA JI SUBHASH PLACE NEW DELHI**

**2017 to till date**

**Admin Assistant**

#### WORK RESPONSIBILITY

- Employees Documentation
- Photocopying, faxing, mail distribution and filing.
- Coordinates and maintains records for staff office space, phones, company credit cards.
- Creates and modifies various documents using Microsoft

**QUANTUM ADVISORY SERVICE ROHIT KUNJ (PITAM PURA)**

**2016 to 2017**

**Office Assistant**

#### WORK RESPONSIBILITY

- Mailing and filing correspondence, preparing payrolls, placing orders, and answering calls.
- Interacts with clients, visitors, and vendors. Sorts and distributes incoming mail. Pursuing

**SAMMDATA PVT. LTD. ROHINI SECTOR-15 NEW DELHI**

**Data Entry Operator**

**2014 to June 2016**

**WORK RESPONSIBILITY**

- databases and maintaining accurate records of valuable company information.
- Our ideal candidate has essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms.

**CURRENT SALARY 15000/-**

**ESPECTED SALARY - NEGOTIABLE**

**PERSONAL DETAILS :**

<b>Father's Name</b>	<b>Nebu Lal</b>
<b>DATE OF BIRTH:</b>	<b>8th October 1996</b>
<b>Gender</b>	<b>Male</b>
<b>Religion</b>	<b>Hindu</b>
<b>Nationality</b>	<b>Indian</b>
<b>Marital Status</b>	<b>Unmarried</b>
<b>Language Know</b>	<b>Hindi &amp; English</b>

**Declaration:-**

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

**DATE:-.....**

**PLACE:-.....**

**(Akhilesh)**