



Simpal Soni Kashyap

Address: A-318, Pankha Road, Near Uttam Nagar East Metro Station
Uttam Nagar, New Delhi-110059

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OBJECT

To work in challenging atmosphere which provides sample growth, gaining wide experience in a reputed, established and esteemed organization.

EDUCATIONAL QUALIFICATION

- 10th Pass From Bihar Board
- Intermediate From Vinoba Bhave University
- Graduation From Monad University

LANGUAGE KNOW

- English & Hindi

PROFESSIONAL QUALIFICATION

- Knowledge of Computer (MS Office, Excel, Internet Suffering).
- Good command in English & Hindi Typing.

EXPERIENCE

- Two year experience in trading Company as a Receptionist cum Computer Operator.

- Four years experience in Education Office (My College of Education) as an Office Co-ordinator cum Computer Operator & Counsellor (Maintain whole office).
- Two years working in Taurant Projects Limited (Mechanical Construction Company, Deal in Govt. Tender) as office assistant cum Computer Operator & doing all tender works.
- Currently working (from March 2018) Bhansali Udyog Pvt Ltd as a customer Co-ordinator. Doing all tendering work (online/offline).

PERSONAL DETAILS:

Name: Simpal Soni Kashyap

Husband's Name: Santosh Kr Kashyap

Date of Birth: 23rd May 1984

Marital Status: Married

Nationality: Hindu

Salary: Negotiable

Date: (Simpal Soni Kashyap)