

## RESUME



ANOOP KUMAR

Intended: D.E.O.

🕒 Birthday: 1996.02.05

📍 Live in: Kherki Daula gurugram

☎ +91 7607240610

✉ tripathiboss08@gmail.com



### Personal Profile

➤ **FATHERS NAME;**  
Nirbhay Kumar

➤ **Address AsPer Aadhar;**

Village & post;Dighwat Distt.  
Banda U.P.210123.

➤ **Marital Status; Single**

➤ **Language; HINDI,  
ENGLISH**

cntanoop97@gmail.com

RESUME



### Education

<u>Sr.no.</u>	<u>Qualification</u>	<u>Board/University</u>	<u>Year</u>	<u>Division</u>
1.	<b>B.Com</b>	<b>B.U. Jhansi</b>	<b>2015</b>	<b>Second</b>
2.	<i>Intermediate</i>	<i>U.P. Board Allahabad</i>	<i>2012</i>	<i>First</i>
3.	<i>High School</i>	<i>U.P. Board</i>	<i>2010</i>	<i>Second</i>



### Work Experience

I am working as Computer Data Entry Operator in Adhaan solution pvt.

Ltd. Under writer business services pvt. Ltd.

Since 6 February 2019 to till present.



### Professional Skills

Software;

- Windows7, windows8, windows8.1, windows 10, Ubuntu Linux
- Ms-Office with excel & power point.
- Ms Access
- Email & Internet
- Computer Formatting & Disk Management.
- Skills highly related to Job Finance software



### Self-evaluation

I am looking for an opportunity in an organization where my skill and knowledge growth to achieve the objectives for next level. My career goals include a desire to advance in the area of technical and computer work management. I am ready to discuss my credentials with you at your convenience.

RESUME