



Prateek Arora

Indian
Born on: 09/04/1994
Rohtak
India

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Objective:

To become an excellent professional with sincerity, hard work and valuable learning in work environment and to rise in the organization while performing challenging and qualitative jobs.

Education:

Kurukshetra University • Jind
B.Com

July 2011 - June 2016

Experience:

Medi-Link Pharma • Computer Operator
Delhi

July 2011 - Sept 2013

Bedi & Bedi Associates • Data Entry Operator
Delhi

Oct 2013 - Sept 2014

Xicom Technologies • Data Entry Operator
Delhi

July 2015 - Present

Describe your working experience in a couple of sentences.

Language Skills:

- English
- Hindi

Technical Skills:

- Quick learner.
- Ability to work in any environment.
- Polite and calm nature.

Computer Skills:

- Good Knowledge of MS-Excel, MS-Word and MS-Power Point.
- Good Typing Speed (40 WPM)

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