

## KRISHNA PANDIT

D.O.B 02-Apr-1995  
Location New Delhi, Indian  
Mobile +91 9718068241  
Email Kpandit015@gmail.com  
Passport no RO101530



### ★ CARRER OBJECTIVE

Seeking A Position That Will Be Utilize My Talent to Enhance the Growth of The Organization.

To Join A Reputed Organization Which Gives Opportunities for Professional And Personal Growth Where I Can Apply My Qualification And Skill For Mutual Benefits I Am Confident Performing Any Task Assigned To Me By The Organization.

### 📖 EDUCATIONAL QUALIFICATION

- ✓ Graduation (B.COM) passed in DELHI UNIVERSITY 2017
- ✓ Higher examination passed (12th) in 2013 from C.B.S.E
- ✓ Secondary examination passed (10th) in 2011 from C.B.S.E
- ✓ Held one year diploma in basic computer of education (like ms word,excel, etc) from sainik Computer of education technology of india.
- ✓ Knowledge of Advance Excel and Basic Knowledge of Vba and Macro.

### 🛡️ EXPERIENCE

- ✓ Two Years Experience as a Computer Operator in **CS Datamation Research Services pvt ltd.**

### 🛡️ PROFESSIONAL SUMMARY

#### CS Datamation Research Services Pvt Ltd

- Indusind bank credit card process
- Credit card Applications data entry
- Ckyc in indusind bank credit card applications
- Documents Scanning and Printing
- web searching

### 🔧 SPECIALIZED SKILLS

- ✓ Excellent Interpersonal and Communication Skills.
- ✓ Multi-Tasking Abilities with Proficiency in Organizing and Managing Different
- ✓ Tasks. Expert knowledge of handling administration and paperwork
- ✓ Skilled in book keeping and preparing statistical and financial



## PERSONAL DETAILS

- ✓ Name Krishna Pandit
- ✓ Father Name Lagan Dev Pandit
- ✓ Gender Male
- ✓ Nationality Indian
- ✓ Hobby Drawing and Gym
- ✓ Language Known English, Hindi
- ✓ Address RZ-A/226,Gali No -09, Madhu Vihar, New Delhi-110059.

Place.....

Date.....

KRISHNA PANDIT