

CURRICULUM VITAE

RAHUL SHARMA

B-Block Pradeep Vihar Gali no- 3

Nathupura Burari Delhi-110084

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OBJECTIVE:

To be associated with an organization offering me a responsible & challenging job, a conducive work culture & Learning environment where my expertise can be utilized.

EDUCATIONAL QUALIFICATION:

- 10th Passed from (U.P Board)
- 12th Passed from (U.P)
- B.A form (CCSU Meerut)

PROFESSIONAL QUALIFICATION:

- CCC from NIELIT (Computer basic)
- One year Computer Diploma from Delhi

SKILLS:

- Typing in English & Hindi with the of speed 40+ w.p.m Accuracy 90%
- Stenographer Hindi & English

STRENGTH:

- Workaholic and Responsible.
- Determination, Dedication and Ability to work as an individual and in a team.
- Always keeps a cool mind and taking life as it comes.

HOBBIES:

- Listening to Music

WORK EXPERIENCE:

- 1. Organization:** Sarva U.P. Gramin Bank(Undertaking by PUNJAB NATIONAL BANK)
Post: Personal Assistant
Work: (Letter Typing, Taking Dictation, Computer Operating, Taking Calls, Handling Customers, Internet)
Duration: 1st July, 2014 to 25 August, 2017
- 2. Organization:** Ministry of Statistics Programme Implementation (NSSTA)
Post: Personal Assistant
Work: Data Entry Operator, Hindi related work, Internet work, etc.
Duration: 10th January, 2018 to 07April, 2019
- 3. Organization:** Akal information Systems Pvt. Ltd in CSTT, New Delhi (MHRD)
Post:. Data entry Operator
Experience: 2 years
20 May, 2019 to 20 May 2021
- Total Experience:.** 6 Years 5 Months

PERSONAL DETAILS:

Father's Name : Rajendra Prasad Sharma
Date of birth : 17.10.1993
Nationality : Indian.
Marital Status : Unmarried.
Language Known : English and Hindi.

I here by declare that all the statements made in the above application are correct to the best of my knowledge and belief.

Date:

Place: Delhi

(Signature of Applicant)

Rahul Sharma