

# **CURRICULUM VITAE**

## **PRASHANT CHAUDHARY**

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## **CAREER OBJECTIVE:**

To achieve a position in the impact & share my Knowledge and experience with the student. I am hardworking, sincere and determined person whatever the task is assigned to me. I execute it with dogged determination. I want to work in an environment which value competence, commitment & integrity.

## **EDUCATION QUALIFICATION:**

- 10<sup>th</sup> Passed from CBSE Board (2007).
- 12<sup>th</sup> Passed from CBSE Board (2009).
- Graduate from DELHI UNIVERSITY (Dayal Singh Eve. College) (2012).

## **COMPUTER SKILLS:**

- Basic Course from NICE Computer.

## **WORKING EXPERIENCE:**

- Worked as an Office Assistant in NIC (NADRS Project) for 9 Months.
- Worked as an Office Assistant in NIC (AGRICULTURE CENSUS Project) for 5 months.
- Worked as an Office Assistant in NIC (SOIL HEALTH CARD Project) for 4 years & 4 months till June 2021.

## **JOB PROFILE:**

- Data entry of villages in Soil Health Card Portal and PM Kisan Portal.
- Preparing draft and emails.
- Taking/writing notes and office letter etc.
- Movement of files from one room to other as per instructions of the officers and staff.

## **STRENGTH:**

- Confident, Honest & Hard working.



**PERSONAL DETAILS:**

Father's Name	: Sh. Bhupinder Jeet Kumar
Date of Birth	: 07th Oct, 1991
Sex	: Male
Nationality	: Indian
Marital Status	: Married
Language Known	: English & Hindi
Religion	: Hindu
Hobbies	: Reading Books

**Declaration:**

I do hereby declare that the above information given by me is true, completed and correct to the best of my knowledge and belief.

Date: 25/11/2021

Place: **Delhi**

**(PRASHANT CHAUDHARY)**