CURRICULUMN VITAE

KARAN

E-mail Address: - karansingh.2771@gmail.com

Contact No:- 8076737483

OBJECTIVE:-

To work sincerely, building a symbolic relationship with your organization where my efforts will be complemented by career growth, degree of responsibility and to prove myself as a valuable assets and always seeking a challenging and progressive work environment.

PACKAGE KNOWLEDGE:-

- ☐ MS-Office-2016 Professional.
- ☐ Done **MIS** Course from MAATI Institute.

Advanced Microsoft Excel

- ☐ **Statistical** : average, count, counta, large, max, min,small

- ☐ **Text :**concatenate, left, len, find, lower, mid, upper, proper, rept, trim, substitute, len, exact.

- ☐ **LOOKUP:** , lookup, vlookup, transpose,countif,

- ☐ **INFORMATION:** countblank,isblank.

- ☐ **MATHAMETICAL:** countif, sumif, sum,randbetween.

- ☐ **CONDITIONAL FORMAT:** pivot ,naming range, index,large.

EDUCATIONAL QUALIFICATION:-

- ☐ 10th passed from C.B.S.E Delhi.
- ☐ 12th passed from C.B.S.E Delhi.
- ☐ B.A (Prog.) passed from Dyal Singh College (D.U).

EXPERIENCE:-

- ☐ ONE YEAR EXPERIENCE IN CARTEL INFOTECH LTD. AS CSR. (April 2016 To April 2017).

- ☐ 18 MONTH EXPERIENCE IN CNX DAKSH SERVICES INDIA PVT. LTD.AS SR. REPRESENTATIVE OPERATIONS (May 2017 to January 2019).

- ☐ SIX MONTH **MIS** INDUSTRIAL TRANING FROM MAATI.

- SEVEN MONTH WORKED IN **S R Ecommerce Factory Pvt Ltd.** As a **MIS Executive** (DEC 2019 TO JUNE 2020)

- FIVE MONTH WORKED IN **BHARAT LOK SHIKSHA PARISHAD** AS A **MIS Executive in CSR Department** (SEP 2020 to JAN 2021)

PERSONAL DETAILS:-

Father's Name	:	Rakesh Kumar
Date of Birth	:	17 Aug 1992
Language known	:	Hindi & English
Nationality	:	Indian
Marital Status	:	Bachelor
Religious	:	Hindu
Hobbies	:	Listen music & watch movie
Permanent Address	:	32/362 TrilokPuri
		New Delhi-110091

Declaration

I **KARAN** hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place :

(KARAN)