

CURRICULUM-VITAE

SUSHIL

B-125, Gali no. 16, Pratap vihar-3, kirari

DELHI-86

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CAREER OBJECTIVE

To work for the growth of the organization and secure a suitable positive towards a successful carrier utilization, professional growth based on the performance.

ACADEMIC QUALIFICATION

- Completed 10th Form S.K.V, Nithari, Affiliated To C.B.S.E Board In 2011 with 70%.
- Completed 12th Form S.K.V, Nithari, Affiliated To C.B.S.E Board In 2013 with 72%.
- Completed B.A Programme Form Delhi University in 2016 with 48%.

TECHNICAL QUALIFICATION

- Completed Three Year Diploma In **Modern Office Practice (Hindi)** Form BHAIPARMANAND INSTITUTE FOR BUSINESS STUDIES, Affiliated To Board Of Technical Education In 2016 with 75%.

WORK EXPERIENCE

- Eight weeks training at O/o (Govt. of India), from 28th December, 2015 to 29th February, 2016 in Admin Department. In this period I learnt day to day work related to Secretarial Practice like computer typing work, Paper filing & books keeping, Job etc.
- 8 month work experience as a Clerk in National Research Council of plant biotechnology in the year 2016-2017.
- 3 month work experience as a computer operator in Campus of open learning in the year 2018

COMPUTER SKILLS

- Knowledge of all editions of windows.
- Microsoft Office.
- Excel.

TECHNICAL SKILLS

- **Typing Speed** : Hindi 35wpm, English 45wpm
- **Shorthand Speed** : Hindi 80wpm.

PERSONAL SKILLS

- Passion for success and knowledge.
- Well developed sense of creativity.
- Eagerness to learn something new every day.
- Positive thinker, Responsibility and Self motive.

PERSONAL INFORMATION

- Name : Sushil
- Father's Name : Parmod Singh
- Date of birth : 20th March 1995
- Language known : Hindi, English
- Marital status : Single
- Nationality : Indian

I hereby consider myself familiar with computer aspects. I am also confident of my ability to work as a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Delhi

Date:

Signature