

CURRICULUM VITAE

VISHWAJEET

H.No:- A-44,
East Vinod Nagar,
Delhi -110091
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OBJECTIVE

A challenging position in an organization where my knowledge, skills and strengths can be shared and enriched in conjunction with the company goals and objective.

EDUCATIONAL QUALIFICATION

- High school passed from C.B.S.E board.
- Intermediate passed from C.B.S.E board.
- Graduation (B.A.) from Delhi University.
- Master of Social Work (MSW)

COMPUTER KNOWLEDGE

- Basic knowledge of Computer. (MS Office).
- Typing speed – 35 WPM

PERSONAL STRENGTH

- Work with Honesty and Leadership quality
- Positive Attitude towards life
- Accepting Challenges

CAREER SUMMARY

- Presently working at “**GeM**” project from 03rd July 2017 to Till now.
2 months in "GeM" as a Helpdesk Executive from FDS Management System Pvt. Ltd.
1 year in "GeM" as a Trainer from Intellect Design Arena Ltd

RESPONSIBILITIES

- Providing GeM buyer & seller training in different states.
- GeM office conference hall training.
- Support to create new registrations.

- Resolves their queries and escalate their issues
- Participating in many GeM events
- 2 months deployed in Patna, Bihar from GeM training team for training and handle their queries
- Resolving queries of buyer and seller through e-mail and calls.
- Train to other state resources about GeM portal & process
- Currently supporting to new executives.
- Escalating issues to supervisors.
- Previously working as an Office Assistant at “**National Informatics Center (Ministry of Electronics & Information Technology)**” from 06th February 2013 to 30th April 2017.

Job Descriptions

- Handling all official calls.
- Day to day admin and maintenance work
- Purchasing stationary and accessories for office & staff.
- Create official bills and records.
- Letter drafting and typing works.
- Create records and data entry works.
- Arrange technical and non-technical supports for office staff.
- Attend vendors and other officer's for meeting.
- Handling all the official e-mails of the Director.

PERSONAL DETAILS

Father's Name : Sh. Dharam Pal.
 Date of Birth : 12th Jan. 1987
 Marital Status : Married
 Gender : Male
 Hobbies : Hard work and watching cricket
 Language Known : English & Hindi

DECLARATION

I do hereby that the above information furnished is true to the best of my knowledge.

Date:

Place:

(VISHWAJEET)