

RESUME



PRAVEEN CHANDRA

New Kondli, Delhi-110096

Contact – 9711838439, 9891681540

Email - praveenchandra1995@gmail.com

CAREER OBJECTIVE

To be a part of an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use of my abilities and professional competence in the organization so as to align organizational development with self-development. Work with the company and mould it with innovative ideas and positive attitude.

PROFESSIONAL EXPERIENCE

HueCanvas Consulting pvt. Ltd. – Noida

(26th Dec.2018. To 30th

January 2020)

Office Assistant

Role and Responsibility

- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.

EDUCATION QUALIFICATION

Completed Graduation (B.A) from Delhi University (2016).
Passed out 12 th from Uttrakhand Board (2012).
Passed out 10 th from Uttrakhand Board (2010).

COMPUTER SKILLS

Microsoft Office

Word ,Ms Excel ,Power Point

Internet Applications

PERSONAL STRENGTH

Sincere & Dedicated.

Practical, Positive.

Quick Learner & a good team player.

INTEREST

Interact with different kind of people

Listing to Music

PERSONAL DETAILS

Father's Name - Prayag Dutt
Date of Birth - 2nd May 1995
Language Known - English, Hindi

I do hereby declare that all the information provided above is true to the best of my knowledge and belief

DATE:

PLACE:

(Praveen Chandra)