

CURRICULUM VITAE

LALIT SINGH RAWAT

House. No – 37 Village-Danyura,
Post Office- Quairalla,
Tehsil - Bhikiyasein,
Distt- Almora, Uttarakhand
PIN - 263667.
Mobile :- 8826369623
E-mail: lalitrawat0406@gmail.com

CAREER OBJECTIVE

Accept the challenge in every field and to prove the best, thus aiming at growth out the career thought learning and implementer my skill.

PROFESSIONAL QUALIFICATION

- **BA** (Bachelor of Arts) 2010-2012, (2nd division) from Gov.P.G Degree College, Manila Almora, Uttarakhand, affiliated to **Kumaun University, Nainital**.

ACADEMIC QUALIFICATION

- High School (Year 2006) from Uttarakhand Board, (2nd division)
- Intermediate (Year 2008) from Uttarakhand Board, (2nd division)

COMPUTER PROFICIENCY

- Familiar with computer operation including MS Office (MS Word and Excel), & Basic Knowledge of Internet Operations, Basic Knowledge of Computex Software.

WORK EXPERIENCE

- One and Half Year work experienced **"Office Coordinator"** in (Jyoti Estate) Firm at Connaught place New Delhi – 110001.
- Five Year and One Month work experienced **"Office Clerk"** in (Rai &CO.) Firm at Darya Ganj New Delhi-110002.
- One Year work experienced **"Court Clerk"** in (HIGH COURT OF DELHI) at New Delhi -110503.
- Work experience **"Assistant Manager"** (Handling all North Zone PDD & Rops Operation Works) in (ICICI Bank Ltd) Two Wheeler Loan Finance at Bara Hindu Rao New Delhi-110006. Dec 2016 to till Aug 2020

- Work experience “**Assistant ” HR & Admin Department** (Handling Housekeeping Staff, Canteen, Guest House, Office Administration and other Plant related works) in (**V Guard Industries Ltd**) Wire And Cable Division at Kashipur Uttarakhand - 244713.

STRENGTH

Honest, positive attitude, A self-confidence Person, patience, punctual and hardworking, Work as well as in Team Work.

PERSONAL DETAILS

Name : Lalit Singh Rawat
Father's name : Mr. Mohan Singh
Date of birth : 4th June 1991
Gender : Male
Hobbies : Reading, Listening Music , playing cricket
Nationality : Indian
Marital status : Married
Languages known : Hindi, English

ADDRESS

Permanent :-H.No-37 Village Danyura,
Post Office – Quairalla, Tehsil – Bhikiyasein,
Distt – Almora Uttarakhand, Pin- 263667.

POSTEL :- Gali No -09, Vaishali Colony,
Kashipur (Udham Singh Nagar)
Uttarakhand – 244713.

DECLARATION

I solemnly declare that all facts given above are true and correct to the best of my

Knowledge and belief.

Place:
Date:

(Lalit Rawat)