**CURRICULAM VITAE**

**Shiva kaushal**

**Mobile No**: + 91-8799709841 **Email**: **Shivarahul9841@gmail.com**

**OBJECTIVE**

To work with an esteemed organization where I can contribute myself, my talent, my skills in a best possible way to achieve best career opportunity and to utilize my knowledge towards the growth of the organization.

**WORK EXPERIENCE**

* Computer Operator As A Data Entry.
* Ms Word Power Point & Excel.
* 1Year Computer Hardware Experience
* 6 months Experience Money Collection.

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Board/University** | **%age/CPI** |
| B.AComplete | Delhi University | 52% |
| M.A History Parsuning | Ignou University |  |
| XII | CBSE | 62% |
| X | CBSE | 59% |

**COMPUTER PROFICIENCY**

* MS Office (MS-Word, Windows, MS-PowerPoint, Notepad),
* Basic of Hardware and Internet applications.
* Typing speed 30 word per minute

**KEY SKILLS**

* Good communication skills and organization skills.
* Proficient with computer literate such as Microsoft Word, Emails and Internet.
* Able to do various other duties as assigned and as needed.
* Quite adaptive to changing environment.

**PERSONAL DETAILS**

Date of Birth : 22t jan. 1993

Contact Address : Rohini sec 10 Dda Flat Market

Telephone (Mb.) : +91-8799709841

Language : English, Hindi

**DECLARATION**

I hereby declare that the above mentioned information is correct up to best of my Knowledge and bear the Responsibility for the correctness of the above mentioned particulars.

**(shiva kaushal)**