

# Resume

## H e m a n t   B h a r d w a j

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Bharat Vihar, Kakrola,

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### Objectives

To work for an organization where I can utilize my Experience & knowledge by which I can improve my skill & be a live part of Organization to achieve the goal.

### Education

- 10th passed from C.B.S.E. Board 2013.
- 12<sup>th</sup> passed from C.B.S.E. Board 2015.
- Courses in Computer Basic from RD Cosmos Institute 2013.
- Courses in Computer Diploma from RD Cosmos Institute 2014.
- Diploma course in "Sanitary Inspector" from All India Institute of Local Self Government in 2016.

### Experience

- 6 months Experience with Oasis Voice Service, New Delhi as a "Tele Marketer" from Aug 2015 To Jan 2016.
- Currently working with "LAKME" as a "BEAUTY ADVISOR".

### Skills

- Computer Operating
- MS - Excel, Word, Powerpoint., DOS
- TALLY ERP 9.0
- MS Access
- Adobe PageMaker, Photoshop, Coral Draw.
- Macromedia Flash
- HTML

### Hobbies

- Playing Cricket , Reading Books



## Personal Details

Father's Name - Sh. Ram Naresh Sharma  
Date of Birth - 09 Feb. 1998  
Nationality - Indian  
Marital Status - Single  
Languages Known - Hindi & English  
Permanent Address - C-21, C Block Bharat Vihar  
Kakrola, new Delhi -110078

Date  
Place

(Hemant Bhardwaj)