

CURRICULUM VITAE

VIRENDRA SINGH RAWAT

Village Beer Post –Beer, Ajmer (Rajasthan)

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CAREER OBJECTIVE:

As a fresher, I am seeking an opportunity to begin my career as an Administrative role or as Data Entry Clerk within a reputable organization, preferably in Dubai. I am eager to contribute with my strong attention to detail, willingness to learn, and dedication to delivering quality work in a professional environment.

EDUCATIONAL QUALIFICATIONS:

- Secondary from the Board of Rajasthan, Ajmer. 2017
- Senior Secondary from Board of Rajasthan, Ajmer.
- ITI
- RSCIT

WORK EXPERIENCE:

- Hero motors part checking /1 year
- Tata dlt pto fitting /1 year
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Key Skills

- Excellent communication skills
- Proficient in MS Excel, Word, and PowerPoint
- Certified in Advanced Computer Skills
- Independent decision-making ability
- Strong analytical and problem-solving skills
- Ability to work under pressure
- Execution-oriented and service-focused
- Good people management skills

HOBBIES AND INTERESTS:

- Reading books
- Self-exploration and personal development
- Photography

STRENGTHS:

- Responsible
- Punctuality
- Honest and hard working
- Leadership

- Devoted to work

PERSONAL DETAILS:

Name:	Virendra Singh Rawat
Father's name:	Mr. Devi Singh Rawat
Mother's name:	Mrs. Sharda Devi
Date of Birth:	04 March 2002
Marital Status:	Married
Sex:	Male
Nationality	Indian
Language known	English/Hindi

DECLARATION:

I, hereby, declare that all the above information furnished by me is true to the best of my knowledge and belief.

Place: Ajmer

Signature

Date: