**Anshul**

Accurate, fast keying skills and sound knowledge of computer applications. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills and a strong desire to work hard and perform well.

|  |  |  |  |
| --- | --- | --- | --- |
|  | [anshul\_1995@hotmail.com](mailto:anshul_1995@hotmail.com) | C:\Users\Anshul\Desktop\fb_icon_325x325.png | a9991331598@yahoo.com |
|  | 8295962598, 9991331598 | C:\Users\Anshul\Desktop\download.jpg | Anshul2598 |
|  | House No. 783 Rishab Apartment  Near KSM Public School, Shahabad  Mhomad Pur New Delhi 110061 |  |  |

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **Data Entry Operator**  Central Pollution Control Board  *03/2017 – Present* |  | *Delhi, India* |
| **Clerk cum Typist Data Operator**  Swami Vivekanand Public School Sonipat Haryana  *Year 04/2014 – 05/2015* |  | *Sonipat, Haryana India* |

**EDUCATION**

|  |  |
| --- | --- |
| ***10th Passed by CBSE***  Adarsh Sr. Sec. School, New Delhi  Year 2009–2010 | *New Delhi, India* |
| ***12th Passed by NIOS***  NIOS  Year 2012–2013 | *Sonipat, Haryana India* |
| ***M.P.H.W (***Multi-Purpose Health Worker)  Department of Medical Education & Research,  Haryana  Year *2013 – 2014* | *Narwana, Haryana, India* |
| ***Graduation (B.A) Arts***  Chhotu Ram Arya College,Sonepat  Year *2013 – 2016* | *Sonipat, Haryana India* |
| ***Bachelor of Library and Information Science***  Mahatma Gandhi Chitrakoot Gramodaya, Vishwavidyalaya  Satna M.P  Year 2016-2017 | *Satna, Madhya Pradesh, India* |

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**Technical Skills**

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| * Basic use of computer * 50 wpm typing speed |
| * Internet |
| * Microsoft Word, * Excel * PowerPoint * E-filing * Tech savvy with the ability to quickly learn new software and hardware attributes |

**EXPERTISE**

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| --- |
| * *Maintaining general filing system* * *Maintaining file Labelling, categorizing, Sorting* |
| * *Answer phones* * *Prepared documents for data entry* * *Major role in receiving, distribution and submission of Bio-medical waste documents.* |
| * *Data entry and order processing* * *Recorded all tasks and activities* * *Researched further information for incomplete documents.* |
| * *Account records management* |
| * *Scan documents into database* * *Utilization storage software and application for E-filing,* |
| * *Maintain complete activity logs and prepare reports* * *Adjusted settings for format, page layout, line spacing, and other style requirements*. * *Performed other clerical duties such as, sorting and distributing mail, running errands or sending faxes* |

**LANGUAGES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | *READ* | *SPOKEN* | *WRITTEN* |
| Hindi | *5* | *5* | *5* |
| English | *5* | *3* | *5* |

**PERSONAL PROFILE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Father’s Name | : | Sunder Lal |
|  | Date of Birth | : | 16 Mar 1995 |
|  | Gender | : | Male |
|  | Marital Status | : | Unmarried |
|  | Nationality | : | Indian |
|  | Language | : | English, Hindi |

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**Declaration**

I hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

**Date: -**

**Place: -**

**(ANSHUL)**

|  |
| --- |
| **Permanent Address:**  VPO. RATTAN GARH,  SONIPAT (HARYANA) 131001 |