**CURRICULUM VITAE**

ANOOP JOSHI

C-30, Abhimanu Gali No-2,

Arjun Mohalla, Maujpur

Shahdara, Delhi-110053

Mobile: 9718956646

Mail to: **[anoopjoshi10@gmail.com](mailto:anoopjoshi10@gmail.com)**

**CAREER OBJECTIVE**

*To secure a challenging [position](http://www.olx.in/q/position/c-329) in the corporate sector where I can apply my back office skill and experience and be part of a team that helps to achieve the organization success*

**WORK EXPERIECE**

*Current Working* ***Ujjivan Bank Ltd (Contact Base company CareerNet )***

***Form 14-Marnch2018***

*Job profile:-* Job Responsibility joining formalities and cibil Report than Documetion than candidates Profille and Candidate Exposure Report and   
and Fr joining FOR Making the candidates profiles in HRMS/Coordinating the joining)  
 Candidate exposure Report data Entry Profille

*Two year experience* ***Bajaj Finance Ltd.(Contact Base Company Adecco Payroll)***

***form 17-jan 2016 to April 2017***

*Job Profile*

Acquired knowledge of MS office and Internet applications .

Well Adverse in OFFICE, EXCEL and Handling INTER OFFICE SOFTWARE

**ACADEMIC QUALIFICATION**

* Passed High school from U.P. Board.
* Passed Intermediate from U.P. Board.
* B.A Passed CMJ University from Meghalaya

**PROFESSIONAL QUALIFICATION**

***CEVTIFICATE*** *:in Computer Application Basic (Microsoft Ms-office)*

**PERSONAL DETAILS**

Date Of Birth            :    April 1st ,1991

Father’s Name         :    ShriS.K. Joshi

Nationality              :     *Indian*

Sex                          :    *Male*

Marital Status : Single

Hobbies : Listening Music

Languages               : *Hindi, English*

**Strength**

* Punctual, Sincere, Positive thinking, Self-confidence& Good sense of hummer.

**DECLARATION**

*I hereby declare that all this information Mention here are to the best of my Knowledge and belief.*

Date:

Place**:                                                                           ANOOP JOSHI**