**Ankit Duhan**

**+91 8059300902**

**Ankitduhan531@gmail.com**

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| **CAREER OBJECTIVE** |

I seek a career opportunity as a Steno-Typist/Data Entry Operator in a firm where I can use my knowledge of Steno and typing. I wish to contribute towards organizational goals through my skills, hard work and creativity.

**PROFESSIONAL EXPERIENCE**

**Jan 2019 to Present**

* Worked as Typist/Data Entry Operator at Common Service Center (CSC) where work includes online form filling, printing of documents like aadhar cards, domicile certificates, cast certificates, bill payments, typing matter etc.
* Completed 6 Months Internship from Bhai Parmanand Institute of Business Studies as Data Entry Operator/Computer Typist from Jan 2017 to June 2017.

**ACADEMICS**

* **B.Com Prog** from SOL Delhi University securing 54% marks with 2nd Division in 2015-2018.
* **Modern Office Practice (English) Diploma** from BPIBS Shakarpur Delhi securing 82% marks with Distinction in 2014-2017.
* **12th** from Board of School Education Haryana securing 67% marks with 1st Division.
* **10th** from Board of School Education Haryana securing 73% marks with 1st Division.

**TECHNICAL SKILLS**

Shorthand Dictation : English 80 wpm

English Typing : English 50 wpm

Hindi Typing : Hindi Mangal Inscript Font 30 wpm

Computer Application : Microsoft Office-Ms Word, Ms Excel, Ms PowerPoint, Ms Access, Ms Publisher, Outlook.

HTML, CSS

**PERSONAL VITAE**

Father Name : Sh. Rajbir Singh

Date of Birth : 3rd May 1994

Language Known : Hindi and English

Marital Status : Unmarried

Strength : Quick Learner, Enthusiastic & Innovator

Address : 58-Shahar Malpur, Distt-Panipat (Haryana)

Place : (ANKIT DUHAN)