**CURRICULUM VITAE**

**RAHUL SHARMA**

B-Block Pradeep Vihar Gali no- 3

Nathupura Burari Delhi-110084

Mobile: 8006699647, 6396836328

Email: rs12535@gmail.com

**OBJECTIVE:**

To be associated with an organization offering me a responsible & challenging job, a conducive work culture & Learning environment where my expertise can be utilized.

**EDUCATIONAL QUALIFICATION:**

* 10th Passed from (U.P Board)
* 12th Passed from (U.P)
* B.A form (CCSU Meerut)

**PROFESSIONAL QUALIFICATION:**

* CCC from NIELIT (Computer basic)
* One year Computer Diploma from Delhi

**SKILLS:**

* Typing in English & Hindi with the of speed 40+ w.p.m Accuracy 90%
* Stenographer Hindi & English

**streNGTH:**

* Workaholic and Responsible.
* Determination, Dedication and Ability to work as an individual and in a team.
* Always keeps a cool mind and taking life as it comes.

## HOBBIES:

* Listening to Music

**Work Experience:**

**1. Organization: Sarva U.P. Gramin Bank(Undertaking by PUNJAB**

**NATIONAL BANK)**

**Post: Personal Assistant**

**Work: (Letter Typing, Taking Dictation,**

**Computer Operating, Taking Calls, Handling Customers,**

**Internet)**

**Duration: 1st July, 2014 to 25 August, 2017**

**2. Organization: Ministry of Statistics Programme Implementation (NSSTA)**

**Post: Personal Assistant**

**Work: Data Entry Operator, Hindi related work, Internet work, etc.**

**Duration: 10th January, 2018 to 07April, 2019**

**3. Organization:**

**AKAL information systems Ltd ( Undertaking by Ministry of Human resources Development and Department name Central Hindi Directorate)**

**Post:. Data entry Operator**

**Experience: 1 years**

**Total Experience:. 5 years**

**PERSONAL DETAILS:**

Father’s Name : Rajendra Prasad Sharma

Date of birth : 17.10.1993

Nationality : Indian.

Marital Status : Unmarried.

Language Known : English and Hindi.

**I here by declare that all the statements made in the above application are correct to the best of my knowledge and belief.**

**Date:**

**Place: Delhi**

**(*Signature of Applicant)***

**Rahul Sharma**