**CURRICULUM-VITAE**

***SANDEEP KUMAR***

H.NO.78.WARD-08

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**CAREER OBJECTIVE**

To work in a challenging environment and give my best to the job assigned for the development and pursuit of excellence.

**AREA OF INTEREST**

* **MIS EXECUTIVE**

**WORKING EXPERIENCE:**

* 1.5 Year Experrence in **Eli Research India Pvt. Ltd.** SSR Corporate Park, 7th Floor, 13/6, Sector 27-NH-2, Delhi-Mathura Road, Haryana-121003(INDIA) as **MIS EXECUTIVE**.
* Now working in **Telesonic Networks Ltd.** Mohan Estate, New Delhi as **MIS EXECUTIVE**.

**ROLES & RESPONSIBILITIES**

* Removing duplicate numbers from Data through **Excel** and **MS Access (Tools and formula)**.
  + Handling multiple reports, working with **formulae**, **pivot tables** & **pivot charts**, and various other excel sheet components for accurate data.
* Excellent in MS Excel (**Vlookup, Hlookup, Pivot Table & PivotTable Chart, Charts, Macro, Forms, data validation & Scenarios**)

**ACADMIC QUALIFICATIONS:**

* B.C.A from M.D.University, Rohtak in 2010-2013.
* 12th passed from H.B.S.E. Bhiwani in 2010 .
* 10th passed from H.B.S.E. Bhiwani in 2008 .

**TECHNICAL QUALIFICATION:**

* Basic Knowledge of Computer (MS-Office 2003-07).
* Operating system, Windows (Xp, win7,win8).
* Good Typing Speed.

**STRENGTH:**

* Positive Attitude.
* Team Spirit.
* Honest Nature.

**HOBBIES:**

* Playing Cricket
* Listening Music.

**PERSONAL DETAILS:**

Name : Sandeep Kumar

Date of Birth : 05-05-1992

Father’s Name : Mr. Brij Lal

Sex : Male

Nationality : Indian

Marital Status : Unmarried

Language Known : Hindi & English

**DECLARATION:**

**I hereby declare that the information mentioned above is true to the best of my knowledge.**

**Date: ...................**

**Place: ..................**

**(SANDEEP KUMAR)**