*CURRICULUM VITA*

***PUNEET ARORA***

**Permanent Address Current Address**

C-188 2nd Dayanand Colony, A-2683 2nd Green field colony

Lajpat Nagar - 4, Faridabad - 121001

New Delhi – 110024 Delhi NCR

Phone: - 9999868304, 9873882855 (Near Badarpur metro)

Email:- puneetpintoo@yahoo.com

**Career Objective**: - Looking an entry level position in an organization where there is an opportunity to exhibit strength and enhance skills by utilizing myself as a resource for all kinds of challenging jobs and upgrading my knowledge skills from time to time.

**Experience:-**

* Worked in **OKS international** Pvt. Ltd as a Project Associate for nine months (Backend).
* Job description:- Maintain and update the data.
* Join two Month as a contract basis till (December 2015 to January 2016) in **PETROFED** as a office assistant (Backend)
* Job description:- Maintain and update the data.

**Academic Qualification**:-

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| --- | --- | --- |
| COURSE | UNIVERSITY/BOARD | YEAR OF PASSING |
| 10TH | C.B.S.E | 2007 |
| 12TH | Open School | 2009 |
| B.COM | Chaterpati ShahuJi Maharaj University | 2012 |

## *TECHNICAL SKILLS:*

## MS Office : MS Word, Excel, Access and Power Point.

**STRENGTHS**

* Sincerity and Punctuality
* Hard Working
* Positive Attitude
* Dedicated towards committed work.

## *PERSONAL DETAILS:*

Father’s Name : Mr. NarenderArora

Mother’s Name : Mrs. Shimla Arora

Date of Birth : 8TH April 1990

Category : General

Nationality : Indian

Language known : English, Hindi

Marital Status : Single

Hobbies : travelling , Suffering on Internet

***DECLARATION:*** I hereby declare that the statements made above are true, complete and correct to the best of my knowledge and belief.

**Place: - New Delhi PuneetArora**