# VIRENDER SINGH RAJPUT

H.No.-126,Gali No.-3, Jwala Nagar,

Shahdara, Delhi-110032.

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## Career Objective

Seeking a position in an office environment, where there is a need for a variety of office management tasks including-computer knowledge, organizational abilities, business intelligence and technical ability use.

## Academic Qualification

* B.A. (Programme) from **University Of Delhi.**
* Inter mediate from **N.I.O.S**
* High School from **C.B.S.E**

## Technical Qualification

* Diploma in 3d cg(computer graphics)animation from **Maya Academy of Advanced Cinematics**.

## Key Skill

**SKILL** **SOFTWARE USE**

* Typing Speed - 35-40 WPM
* Data Entry Speed of 9,000 (nine thousand) Key Depressions per hour on Computer.
* Basic knowledge **-** MS Office.
* 3D Design & Modeling - 3Ds Max, Maya.
* 3D Texturing - 3Ds Max, Maya, Photoshop.
* CG Lighting & rendering - 3Ds Max, Maya, fusion.

## Strengths

Meeting Deadlines

My greatest strength is to work with a strict deadline and my ability to finish the task on time.

Ethics and Values

My greatest strength is my personal values of integrity and commitment to my work. I have a

strong work ethic.

Being a Positive Thinker

No matter how hard the situation or challenges are, I always think positively because it keeps me

calm, focused and concentrated.

## Personal Information

Father’s Name : Sh. Amar Singh Rajput

Date of Birth : 01/Aug/1986

Marital Status : Single

Nationality : Indian

Languages Proficiencies : English, Hindi

Permanent Address : H.No.-126,Gali No.-3, Jwala Nagar,

Shahdara, Delhi-110032.

Interests : I have interest in sketching & clay sculpting.

## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Date:-**

Place:- Delhi

**(VIRENDER SINGH RAJPUT)**