**Resume**



**Sudhir Joshi**

**A-148, Gangotri Apartment,**

**Near IGNOU, Maidan Garhi**

**New Delhi-110068**

**Mobile:-8076263566**

**Email:- sudhirjoshi2009@gmail.com**

**CAREER OBJECTIVE:**

To utilize my knowledge and skill for growth of the organization as well as to work in a challenging atmosphere in a highly Professional Organization where I can earn more experience and explore my skill and contribute my best to the success and growth of the Organization.

**WORKING EXPERIENCE:**

* Worked as Office Assistants (Pay & Accounts Section) in Planning

Commission from September, 2010 to November, 2013.(Contractual Basis)

* Bill generating & passing.
* Posting monthly Accounts to Head Office
* Worked as Office Assistant in Narang Scientific Works from December,2013 to July,2017.
* Worked as Office Assistant in Peekay Farm Equipments (India) Pvt. Ltd from August,2017 to March,2019.
* Working as Tender Executive in Universal Security and Placement Services from April 2019 to till date.

1. Experience in tenders(Eprocument, GEM) ( good knowledge of tender filling in DDA, PWD and Government different sector like NTPC, CWC, Delhi University)

**EDUCATIONAL QUALIFICATION:**

* 10th Pass From C.B.S.E. Board
* 12th Pass From C.B.S.E. Board
* BCA completed from Sikkim Manipal University
* MCA completed year from Sikkim Manipal University

**PROFESSIONAL QUALIFICATION:**

* Diploma in Software Technologies(MS Word, MS Excel(Vlookup, Pivot table, Data table) , MS Powerpoint)

**STRENGTH SKILL:**

* Positive work Attitude and Highly Motivated and Dedicated.
* Skill in solving problems during crucial situations.

**PERSONAL DETAILS:**

Father’s Name : Shri S.C. Joshi

Date of Birth/Age : 31/07/1989

Marital Status : Married

Nationality : Indian

Religion : Hindu

Language Known : English& Hindi

Hobbies : Watching Cricket

Salary Expected : Negotiable

**Place : New Delhi**

**Date : (Sudhir Joshi)**