### R E S U M E

Krishan kaushik

RSZ-113 NEW ROSHAN PURA NAZAFGARH DELHI

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**CAREER OBJECTIVE: -**

To work in an organization which gives sufficient opportunities to innovation, so

That I can accomplish me as well as organizational goal efficiently and

Effectively.

#### EDUCATIONAL QUALIFICATION: -

* 10th  **:-**From Hariyana board Bhiwani
* 12th **:-**From Hariyana board Bhiwani
* Graduation **:-**B.A.(pass) Allahabad University

# PROFESSIONAL EXPERIENCE

* worked as a supervisor in Computech services, since Sept. 2007
* Supervised the billing operations for a round at Sonepat cities for p.h.e.d, Haryana.
* Previously worked as Office Assistant & supervisor Computer operator J&J Consultancy service since Oct. 2007 till as on date.

#### PROFESSIONAL QUALIFICATION: -

* 2 Year Computers Course from NIIT, I.T.O Delhi
* Typing English
* Speed Words 30 p.m.
* Numeric 45.p.m.

##### COMPUTER PROFICIENCY:-

* Packages Ms- Office 2000 & 2003& 2007
* DBMS FoxBASE,Tally Erp-9
* Operating Systems Dos, Windows-xp & UNIX.
* Others Internet surfing.

#### ROLES:-

* Working in Ms- Office 2000 & 2003 and Net -surfing.
* Managing official Files and Documents.
* Managing & handling several official Tasks & Processes.
* Handled consumer complaints regarding Water Bills.
* Managed Database files of Delhi Jal Board Water Billing System.
* Data Alteration & modifications.
* Worked as Middle level checker.

#### PERSONAL DATA: -

* Date of Birth 28TH Dec 1975
* Father’s Name Sh. Om parkash
* Sex Male
* Nationality Indian
* Marital status Married
* Languages Known English & Hindi

Date Krishan kaushik

Place