**CURRICULUM-VIATE**

Date:-

Place:-New Delhi **(SANDEEP KUMAR)**

**SANDEEP KUMAR**

S/o KAILASH RAM

D-31 PRADHAN ENCLAVE

BURARI, DELHI-110084

Mobile No.-9811796803, 9582911697 [Email: sonuk8450@gmail.com](mailto:sonuk8450@gmail.com)

**CAREER OBJECTIVE:-**

Seekinga position marketing or educational organization in which. Ican use my communication understanding and presentation skills to the fullest extent.

**EDUCATIONAL QUALIFICATION:-**

* Pursuing [B.Com](http://B.Com) pass from SOL, D.U.
* 12th pass from CBSE Board
* 10th pass from CBSE Board

**PROFESIONAL QUALIFICATION:-**

* One year computer diploma in Computer Information from Core soft Computer Institute.

**EXPERINCE:-**

* “Assistant” in ICSSR Project at Faculty of Management of Studies, Delhi University from September, 2014 to 31 May, 2015
* “Junior Assistant” at University Hostel for Women, Delhi University from 9 September, 2015 to 30 September 2016.
* “Administrative Assistant” at Global Risk Management Institute from 1 January 2017 to till date.

**TYPING SPEED:-**

* English 40 wpm

**PERSONAL DETAIL:-**

**Father's** Name Shri Kailash Ram

Date of Birth 3rd October, 1995

Sex Male

Marital Status Unmarried

Religion Hindu

Hobbies Reading Books

**DECLERATION:-**

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.