

# **CURRICULUM - VITAE**

## **Shubham**

Present address : WZ – 138, Chhotial mohalla,  
Palam Village,  
New Delhi – 110 045  
Contact Numbers : ☐+918802624198,  
E-Mail id : solankishubham607@gmail.com

### **CARRER OBJECTIVE**

To be associated with a progressive organization, that gives me scope to enhance my knowledge and skills in accordance with the latest trends in the industry. My goal is to start as a Professional and keep my skill- set synchronized with the fast paced, ever changing Industry.

### **EDUCATIONAL DETAILS**

Completed 10th From CBSE Board, Delhi in 2014
Completed 12th From CBSE Board, Delhi in 2016
One Year Course Computer operator and programing assistant from Govt. ITI Harinagar New Delhi
One Year Course Stenographer and secretarial assistant (English) from Govt. ITI Jahagirpuri New Delhi
Graduated in BA from Delhi University in 2019

### **WORK EXPERIENCE**

<ul style="list-style-type: none"><li>• One year work in HEALTH AND HOPES MEDICAL ASSISTANCE PRIVATE LIMITED.</li><li>• One year Apprenticeship in Strategic HR Department in ONGC Videsh Ltd.</li></ul>
--

### **AREAS OF PROFICIENCIES - Computer Operating / Typing**

<ul style="list-style-type: none"><li>• Done Ms Office or Basic Computer Course (Topics Covered – Fundamentals, Ms Dos, Ms Windows, Ms Word, Ms Excel, Power Point and Internet etc.).</li></ul>
--

### **PROFESSIONAL QUALITIES**

<ul style="list-style-type: none"><li>• Typing Speed – 35-50 W.P.M. (English)</li><li>• Basic knowledge of computer</li></ul>
---

### **HOBBIES**

<ul style="list-style-type: none"><li>• Interact with peoples, Listening Music etc.</li></ul>
---

### **OTHER SKILLS**

<ul style="list-style-type: none"><li>• Energetic &amp; dynamic approach in work.</li><li>• Strong troubleshooting and problem solving skill.</li><li>• Working effectively independently or as a part of team.</li><li>• Motivation to succeed in the industry, leadership quality.</li></ul>
--

---

**PERSONAL DETAILS**

---

<b>FATHERS NAME</b>	:	Sh. Madan Mohan
<b>MARITAL STATUS</b>	:	Unmarried
<b>LANGUAGES KNOWN</b>	:	English, Hindi
<b>DATE OF BIRTH</b>	:	3 nov, 1998
<b>PERMENENT ADDRESS</b>	:	WZ-138, Chhotial, Palam Village, New Delhi - 110045

---

**DECLARATION**

---

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

Date:

Place: **Delhi**

**(Shubham )**