

Curriculum Vitae

D.1/72, STREET NO. 27
HARSH VIHAR, DELHI - 110093

AMIT (Mob: - 9716978486)

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Career Objective

- To embark on a career that is able to utilize my skills and education in the best possible way & achieve results that will give me professional satisfaction & career growth.

Professional Qualification

- Basic Knowledge in Computer Applications.

Educational Qualifications

- Graduation in BCA from CCS University.
- 12th Passed from CBSE Board.
- 10th Passed from CBSE Board.

Skills Knowledge

- Ms Ms Word, XP, Vista, Win7, Win8, Win8.1, Win 10, Ms Excel, Power Point, Centricity, All Scripts, Open Source PM, Sequel Med.

Work Experience

- Currently Working in **Advantum Health**. Since 24th Sep 2019. As a Senior Executive.
- 1.10 Year's worked **Pacific BPO Pvt. Ltd.** As a SME. (Charge Posting & Payment Posting).
- 1.5 Year's worked in **Porteck India Infoservices Pvt Ltd.** As a Billing executive.

Strength

- Self Confidence and Positive attitude.
- Good team worker and dedicated to my work.
- Good listener and learner.
- Can work in pressure condition and deliver.

Personal Profile

Date of Birth	28 th Sep 1993
Father's Name	Mr. Brahmanand
Marital Status	Married
Nationality	Indian
Language known	Hindi, English
Hobbies	Listening Music, interacting with Peoples, Surfing Internet.

Date: - .../.../.....

Place: -

(AMIT)