

RESUME

SUMIT KOHLI

ADD. : 179 Pawan Bhoomi, Shakti Nagar
Sainik Society Road, Gupteshwar, Jbp
Contact no.- 8989892299

CAREER OBJECTIVE

To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

ACADEMICS :

- PGDCA from Makhanlal University
- B.Com from R.D.V.V. University
- 12th Standard from M.P. Board
- 10th Standard from M.P. Board

EXPERIENCE :

- 6 months experience in Manrega (Panagar Office) data entry operator.
- 5 years experience in BSNL as Data entry operator
- 3 years experience in M.P. Online works.

PERSONAL INFORMATION :-

Name	:	Sumit Kohli
Father's Name	:	Late Mr. Manmohan Kohli
Gender	:	Male
Language Known	:	Hindi & English
Date of Birth	:	02/05/1987
Nationality	:	Indian
Marital Status	:	Unmarried

KEY SKILLS :

- Hindi & English Typing.
- Basic knowledge of computer.
- CPCT Completed

STRENGTH:

- Hard Working
- Good Communication Skills
- Honesty

DECLARATION:

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date :

(Sumit Kohli)