

CURRICULUM VITAE

ROHIT KUMAR

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CAREER OBJECTIVE:

The main objective is to provide professional & challenging environment conducive to intellectual growth from where I have done my skills, and contribute my best to the organization.

ACADEMIC PROFILE:-

High School (10 th) from C.B.S.E Board Delhi	2010
Intermediate (12th) from C.B.S.E Board Delhi	2012
B.A. Passed from Delhi University (Ramanujan College)	2016
MBA Passed from, Swami vivekanand subharti university	2016-18

COMPUTER SKILL:

- # Basic knowledge of computer.
(One Year Course in Advance Computer Application for **Max Computer Institute**)
- # Experienced in Windows xp. Windows 7, Windows 8, Windows 10, OS environment.
- # Office Applications (MS Word,MS Excel ,MS Access, MS PowerPoint, MS Outlook} and
also having a typing skill.

WORK EXPERIENCE:-

- Worked as Computer operator in J.K.Enterprises Pvt.Ltd.
- Worked as junior assistant in axis security pvt ltd.

JOB. RESPONSIBILITIES.

- All data mention & Daily MIS
- Daily office expanse.

PERSONAL INFORMATION:

Father's Name	Sh. Suresh Kumar
Date of Birth	27 Mar,1994
Gender	Male
Marital Status	Unmarried
Nationality	Indian
Religion	Hindu
Language Known	Hindi, English and punjabi..
Hobbies	Reading News Paper & Listing Music

KEY SKILLS:

- Honesty.
- Positive
- Hardworking.
- Good proficiency in English and Hindi.

DECLARATION

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

Date: _____

Place: _____

ROHIT KUMAR