

RESUME

RAKESH KUMAR CHAURASIYA

Village Pichaura Post Bairari Mustahkam

Distt. Basti

Uttar Pradesh - 272301

MOB: 8169147891, 8874882699

Email id: rakeshkumarchaurasiya179@gmail.com

EDUCATIONAL QUALIFICATIONS

- ✓ 10th Passed from **UP BOARD (46%)** Uttar Pradesh in 2009.
- ✓ 12th Passed from **UP BOARD (58%)** Uttar Pradesh in 2011.
- ✓ Completed Graduation from **DDU University Gorakhpur Uttar Pradesh.**

TECHNICAL QUALIFICATIONS

- ✓ Completed Diploma in Computer Application from **Gigabyte Computer Education Gaight.**

Work Experience

- ✓ 1.5 Years Worked as Admin Executive in **Mahendra's Education Pvt. Ltd.** Mumbai.
Key Role :
 - Admission Update.
 - Enquiry Update.
 - Book Update.
 - Cash Deposition.
 - Daily Basis Branch Information Link update.
 - Telephonic Enquiry Update.
 - Branch Stock Management.
- ✓ 1 Year Worked as Computer Operator in **Sahara India Parivar Corporation of India** Caption Ganj Uttar Pradesh.
- ✓ Currently Working as Accounts Executive in **Milan Hosiery Tank Road Delhi.**

PERSONAL DETAILS

Father's Name : Mr. Ram Kishun Chaurasiya
Date of Birth : 20/12/1993
Gender : Male
Marital Status : Married
Languages known : English, Hindi
Nationality : Indian

Declaration:

I certify that all the information stated above is true and complete to the best of my knowledge.

Date:

(RAKESH KUMAR CHAURASIYA)

Place: DELHI