

Curriculum-Vitae

Vijay Kumar

Mobile: 8427881027, 9569753319

#1422-B Small Flats Dhanas

Chandigarh (160014)

vijaygupta1422@gmail.com

Academic Qualifications:

- High School (C.B.S.E Board)
- Secondary School. (C.B.S.E Board)
- Diploma in Stenography- English. (Govt. I.T.I)
- D.E.O (6 Month) Govt. I.T.I
- One Year Computer Diploma.

Experience:

- From 20 March 2015 to 20 September 2015** (Steno Typist) State Election Commission Haryana.
- From 17 October 2015 to 25 March 2016** (Typist Hindi & English), "Kamlam" Chandigarh.
- From 11th April 2016 to 2nd December 2016** (Touchstone Educational Pvt. Ltd. Chandigarh) (Typist)
- From 10 February 2017 to 7 May 2018** IBS Pvt. Ltd. Chandigarh (Hindi Typist)
- From 7 June 2018** to Present Working Present Working Rivansun Careers Institute Chandigarh.

Additional Qualifications:

- Computer Hindi Typing (**Speed 50 WPM**)
- Computer English Typing (**Speed 65 WPM**)
- Computer Basics: MS Office, Internet, Hindi & English Typing.
- All Basic Knowledge Page Setting & Formatting & All Math Equation

Personal Details

Name : Vijay Kumar
Father name : Sh. Suresh Chand
Date of birth : 12 - 03 -1996
Marital Status : Single
Sex : Male
Nationality : Indian

Place:- _____

Date :- _____

(Vijay Kumar)