

## Curriculum-Vitae

**Vijay Kumar**

**Mobile: 8427881027, 9569753319**

**#1422-B Small Flats Dhanas**

**Chandigarh (160014)**

**vijaygupta1422@gmail.com**

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### **Academic Qualifications:**

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- 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.

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### **Experience:**

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- 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 11<sup>th</sup> April 2016 to 2<sup>nd</sup> December 2016** (Touchstone Educational Pvt. Ltd. Chandigarh) (Typist)
- From 10 February 2017 to 10 April 2018** IBS Pvt. Ltd. Chandigarh (Hindi Typist)
- From 19<sup>th</sup> April 2018** to Present Working Present Working Rivansun Careers Institute Chandigarh.

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### **Additional Qualifications:**

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- Computer Hindi Typing (**Speed 50 WPM**)
- Computer English Typing (**Speed 65 WPM**)

- ❑ **Computer Basics:** MS Office, Internet, Hindi & English Typing, Corel Draw, Chemsitry Diagrams (Organic) and Physics Diagrams, Graphs.
- ❑ All Basic Knowledge Page Setting & Formatting & All Math Equation

### **Personal Details**

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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)**