**RESUME**

Name–**HARENDRA**

**HARENDRA.304728@2freemail.com**

CAREER OBJECTIVE

* I want to work with such an organization where I can improve my skills as well as

 benefited to the organization.

STRENGTHES

* Optimistic, co-operate, adaptability to different working conditions, a fast

Learner & hard worker.

PROFESSIONAL QUALIFICATIONS

**Two Year Polytechnic Diploma in MOM&SP in (2012)**

 College- Gandhi Polytechnic, (Muzaffarnagar)

* University – Board of Technical Education U.P. Lucknow.

EDUCATION QUALIFICATIONS

**Higher Secondary in (2008)**

School – K H S S Khadana, Bulandshahr (U.P.)

* Board – U.P. Board Allahabad.

**Intermediatein (2010)**

School – V Int Coll. Unchagaon, Bulandshahr (U.P.)

* Board – U.P. Board Allahabad.

**Bachelors of Commerce (B.Com.) in (2015)**

College- Maharaja Agrasain College of Higher Education, (Buland shahr)

* University – C.C.S. University Meerut.

**Computer Diploma**

* Basic Knowledge of Computer
* Typing Hindi & English
* MS Office

EXPERINCE

* One year experience in Electricity Distribution Division Jahangirabad

Bulandshahr(U.P).

* One year experience as Office Assistant in Verma Tushar & Company (Chartered

Accountants) Bulandshahr (U.P).

* At present working in Secure Energy(Project under PVVNL) Services as a Data

 Entry Operator at Ghaziabad (U.P.)

HOBBIES

* Listening music, Reading books.

PERSONAL DETAILS

* Nationality : Indian
* Date of Birth : 22Apr. 1994
* Language Known : Hindi & English
* Marital Status : Unmarried

DECLARATION

I here by declare that above information are true & best in my knowledge.