**ABNEESH   
Email:** [**ABNEESH.337110@2freemail.com**](mailto:ABNEESH.337110@2freemail.com)

**JOB OBJECTIVE**

**Seeking a responsible position in an organization, which gives me a chance to improve Knowledge, enhance my skills.**

**ORGANIZATIONAL EXPERIENCE**

**Present Time working in Administration Department Uttar pradesh Lucknow, As a Office Assistant cum Computer Operator (2007 to till Date)**

**ACADEMIC CREDENTIALS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CLASS** | **BOARD** | **PASSING YEAR** | | **MARKS** | | **DIVISION** |
| **High School** | **Board of Higher Secondary Education, Delhi** | **2005** | **379/600** | | **First** | |
| **Intermediate** | **Higher Secondary Education Board, Delhi** | **2007** | **356/500** | | **First** | |

**TECHNICAL CREDENTIALS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COURSE NAME** | **INSTITUTE NAME** | **PASSING YEAR** | **DURATION** | **MARKS** | **DIVISION** | **GRADE** |
| **Master Diploma In Computer Applications & Programming** | **Info Dot Training and Technical Institute, Lucknow** | **2010** | **3 years (2008-2010)** | **2317/3500** | **First** | **B** |
| **Course On Computer Concepts** | **Wits Computer Institute, Faizabad** | **2012** | **3 Months** | **-** | **-** | **C** |

**HOBBIES**

* **Listing Internet Surfing, Listing Music, Watching News, Travelling, Reading Books.**

**IT SKILLS**

* **Proficient in MS Office Application**

**KNOWLEDGE**

* **Knowledge in Electronic Parts As a Work in (Printed Circuit Board (PCB) Sholding Create Circuit.**
* **Knowledge in Driving.**



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**CORE COMPETENCIES**

* **Confidence and Dedication towards work**
* **Ability to Lead**
* **Adaptability and flexibility**
* **Strong interpersonal and organizational skills**
* **Keen desire of learning and sharing learning**

**REFRENCES**

**Available on Request**