

Contact HR Consultant for CV No: 339644

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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**CAREER OBJECTIVE:-**

* To work in a responsible and challenging position in your steamed organization this will utilize my talent and provide an opportunity for personal development while making real contribution to the organization………

**EDUCATIONAL QUALIFICATION:-**

* Completed **B.Com** from Delhi University.
* 10th& 12th Passed from NIOS Board.

**PROFESSIONAL QUALIFICATION:-**

* 1 Year Diploma in **Computer Application** (Ms-Office “Word, Excel, PPT, Access”, D.T.P “Photoshop, CorelDraw, PageMaker”, Internet, Typing …etc.)
* **AutoCAD**
* Having Knowledge of Computer **Hardware& Basic Networking**.
* Typing Speed **50+ Wpm.**

**Friendly work with Operating System (OS)**

* **Windows 2000**
* **Windows XP**
* **Windows Vista**
* **Windows7**
* **Windows 8**
* **Windows 10**

**WORK EXPERIENCE:-**

* Worked with **“UEC Institution” Devli, Khanpur, New Delhi-62** as a Computer Lab **Trainer (Teacher) from May 2008 to Sep 2016**.

**Job Role in UEC Institution:-**

* Handle reception area. (Include visitor’s inquiry, taking admissions, fees submission, maintain student’s data & attendance sheet).
* Handle student’s counseling.
* Manage all the computer system technical issues (Software & Hardware Both).
* Handle student’s queries for their running software or programs in laboratory.
* Providing theoretical session on white board!
* Answering incoming calls. (Know telephone etiquettes)
* Also handle outside customer’s matter (Editing, Printing, Typing, Scanning, Mailing, Bills, Quotation…etc.)

**PERSONALITY TRAITS:-**

* Imaginative Creative, Hardworking.

**OTHER INTERESTS:-**

* Planned, Flexible, Friendly, And Optimistic.
* Excellent problem solving skills.
* Travelling, Net Surfing, Group Hangout.

**PERSONAL INFORMATION:-**

Date of Birth : 15thApril 1993.

Gender : Male.

Nationality : Indian.

Language Known : English & Hindi.

Marital Status : Unmarried.

Date:- \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_.

Place:-New Delhi.