 **Curriculum vitae**

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**BIJENDRA**

**D.O.B:- 26th April 1991**

**Current Address: ABU DHABI.**

**CONTACT NO : Whatsapp +971504753686 / +919979971283**

**NATIONALITY : INDIAN.**

**VISA STATUS : VISIT VISA. Visa Expire on 21th Feb 2018.**

 **Email:** **bijendra.376244@2freemail.com**

**CAREER OBJECTIVE**

**A challenging position in a professional environment, which clear to**

**Enhanced opportunities in career growth that will best utilize my skills, Knowledge and determination.**

**EDUCATIONAL QUALIFICATION**

**10th passed From NIOS In 2010**

**H.S Passed From NIOS In 2012**

**BA dropped out Final year from IGNOU in 2015**

COMPUTER SKILLS

* **Diploma In Computer Application**
* **Tally Erp9 Basic Account**
* **MS Office Application(Word, Excel, Access, Power Point, And Internet Explorer)**
* **Working with Windows Operating System.**

 **WORK EXPERIENCE**

* **Data Entry as a Dynamic computer from 2ndFeb 2013 to 9th July 2017.**

 **( 3 years 5 month)**

* **Working as a computer instructor in Kripan Vocational Training Centre. 31Mar 2012 to 31 Dec 2012. ( 9 month)**

**JOB DESCRIPTION**

* **Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners**
* **Type in data provided directly from customers**
* **Create spreadsheets with large numbers of figures without mistakes**
* **Verify data by comparing it to source documents**
* **Update existing data**
* **Retrieve data from the database or electronic files as requested**
* **Perform regular backups to ensure data preservation**

**SKILLS**

* **Good communication and presentation**
* **Strong planning and leadership**

 **PERSONAL INFORMATION**

**Name : Bijendra**

**Nationality : Indian**

**Gender : Male**

**Marital status : Unmarried**

**Languages Known : Hindi, English, Nepali,& Bengali**

**Visit visa : Visa Issued on 16th nov 2017 - Visa Expire on 21th Feb 2018.**

**DECLARATION**

* **I hereby solemnly declare that the above information and particulars are true and correct to the best of my knowledge and belief.**

**Date:**

**Place: Bijendra**