**PARASH**

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**Phone:- C/o 971505891826**

**Email:** **parash.378554@2freemail.com**

**CAREER OBJECTIVE**

 *TO BE COMMITTED TO THE MOTTO OF THE ORGANISATION LEADING ALL THE*

*WAY WITH EFFORTS AND SINCERITY, TAKING THE ORGANISATION TO NEWER HEIGHTS.*

**TECHNICAL SKILL**

Certified computer course viz. Basic, Intermediate & Tally 9.0 version completed.

**Academic Performance**

**Bachelor of Science**

 College : Saint Anthony’s College

 University : NEHU

 Aggregate : 49%

 Year of Passing : 2009

**Pre-Degree Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institution** | **University****/Boards** | **Examination****Passed** | **Year of****Passing** | **% of Marks****Obtained** |
| **Mawprem Modern High School** | M.B.O.S.E. | S.S.L.C. | 2002 | 60 |
| **Gorkha Pathshala Hr. Sec. School** | M.B.O.S.E. | H.S.L.C. | 2004 | 64 |

**Course work**

 **Organic Chemistry, Inorganic Chemistry and Physical Chemistry.**

**Projects**

**Title : Reaction and Mechanisms**

**Duration** : **3** Months

**TeamSize** : **Self**

**Description** : Study on different types and their significances

**Key Attributes**

* Quite flexible in any kind of environment.
* Hard Working
* Take initiative to shoulder responsibility and welcome challenges.
* Always eager to learn.
* Ability to learn and explore new opportunities.

**Extra- curricular Activities**

* Have participated in school and college level, the Cricket and Quiz Competition

**PREVIOUS EMPLOYMENT STATUS:**

* Employed as CCE Branch Operation in the Reliance Nippon life Insurance Co. Limited.
* Employed as an ASSOCIATE (MID OFFICE) in the KOTAK SECURITIES LTD.
* Employed(Outsourcing) as a DATA ENTRY OPERATOR in the KARVY DATA MANAGEMENT SERVICES LIMITED.

 **JOB FUNTION:**

* Operational System, Input and output datas, Customer Services, Products and Documents verification and administrations.
* Filing of Forms & taking the customers grievances to the highest level and resolving them.
* Digitisation of all the data to avoid paper work.

**Personal Details :**

**Languages known** : English, Hindi, and Nepali.

**Hobbies** : Cricket, carrom, football, listening music and reading books.

**Declaration:**

 I do hereby declare that all the information given by me above are correct and if there is

any discrepancies are found, I may be disqualified from the process of the institution.

Place : Deira.UAE Signature

Date :

 Parash