**RESUME**

**KAMALDEEP**

**E-Mail ID: -** kamaldeep.375532@2freemail.com

**CAREER OBJECTIVES:-**

* To become part of an organization where I can work on responsible, simulation and creative assignments, which would help me to sharpen my professional skills, so that I contribute my share to the success of the organization as well as that of my own.

**EDUCATIONAL QUALIFICATION:-**

* 10th passed from **P.S.E.B Mohali**.
* 10+2 passed from **P.S.E.B Mohali.**

**PROFESSIONAL QUALIFICATION:-**

* PGDCA passed from Lovely Professional University, Jalandhar.
* B.A. passed from Panjab University, Chandigarh.
* Diploma in **CSE (Computer Science & Engineering)** from: Doaba Polytechnic College, Vill. Raipur, Distt. S.B.S Nagar. Affiliated to (PSBTE & IT), Chandigarh.
* One year **I.T.I. in (C.O.P.A) Computer Operating Programming Assistant** from: Govt. I.T.I. Soondh (Industrial Training Institution), Vill. Soondh, Distt:- S.B.S. Nagar. Affiliated to (PSBTE & IT), Chandigarh.

**Work Experience:-**

* Presently working as a **Computer Clerk** in **Babbar Karam Singh Memorial Public Senior Secondary School, (Affiliated to P.S.E.B. Mohali)**  V.P.O. Daulatpur, Teh. Nawanshahr, Distt. S.B.S. Nagar since: **01/08/2015 to till.**
* 6 months experience as a **Data Entry Operator** **(Back-end)** in **M/s. Naman Enterprises in (Bharti Airtel Pvt. Ltd.)** **(Prepaid Distributor)**, Nawanshahr since: **02/01/2013 to 03/07/2013.**
* 2 years working as a **Computer Operator** in **PUNJAB PHOTOSTAT SHOP** Old Court Road, Nawanshahr, Distt. S.B.S. Nagar since: **15/11/2010 to 31/12/2012.**

**COMPUTER SKILLS:-**

* **Computer Packages:** MS-Office (MS- Excel, MS-Word, MS-Power Point), Microsoft Operating Systems (Win. XP, Win.7, Win. 8, Win 10), MS-DOS, Adobe Photoshop, Knowledge of Internet.
* Handle all types of online correspondence.
* Typing in English & Punjabi.

**STRENGTHS:-**

* Quick Learner
* Smart working
* Honesty
* Punctuality
* Self Motivated

**LANGUAGES KNOWN:-**

* English
* Hindi
* Punjabi

**PERSONAL PROFILE:-**

Date of Birth : 10th Sep, 1993

Gender : Male

Marital Status : Single

Nationality : Indian

**PASSPORT DETAILS:-**

Date of Issue : 16.12.2016

Date of Expiry : 15.12.2026

Place of Issue : Jalandhar

**DECLARATION:-**

I hereby declare that all the information made in the above are true and correct to the best of my knowledge and belief.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(KAMALDEEP)**