**CURRICULUM-VITAE**

NAME - ANUMEET

D. O. B - 3 JANUARY 2001

Nationality: India

Location: DUBAI, UNITED ARAB EMIRATES

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**OBJECTIVE :**

Seeking challenging role as a computer operator where my proficiency in the application of computer operations will be fully consumed to help the organization reach its objectives with excellence and ease and to work for organization growth and development linking it with self development through hard working knowledge.

**EDUCATION** :

* 10TH FROM CBSE BOARD DELHI, INDIA
* 12TH FROM CBSE BOARD WITH COMMERCE STREAM DELHI, INDIA
* DOING BACHLOR OF BUSINESS ADMISTRATION CHANDIGARH, INDIA

**CERTIFICATIONS & AFFILIATIONS**:

* Certificate in COMPUTER BASIC and ADVANCED EXCEL .

**SPECIALIZED SKILLS :**

* Excellent knowledge in the use of MICRO SOFT OFFICE, EXCEL, WORD, POWERPOINT.
* Expert in the installation of various software & another operating programmes.
* Good knowledge in clerical office work & time management skills.
* Skilled in internet application & good working relationship.
* Ability to work under pressure with consistence excellent results.

**LANGUAGES :**

* ENGLISH - Excellent reading , speaking interpersonal and communication skills.
* HINDI - Excellent speaking , interpersonal and communication skills.

**OTHER INTERESTS :**

EXPLORING NEW GADGETS, PLAYING FOOTBALL, RIDING BIKES

THANKS

ANUMEET