

RESUME

VIKRANT KUMAR

Permanent Add. :- B-42, B-43 Govind Kunj-3, Karnal Farm

Tigdi New Delhi- 110062

Mobile Number :- 9354098941

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CAREER OBJECTIVE

“To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization.”

EDUCATION:

Qualification	Board/University	School/Collage	Passing Year	Percentage
B.A Political Science (H)	University of Delhi	Dyal Singh College	2018-2021	First Division
12 th	CBSE	G.B.S.S.S No-2 Sec-4	2018	82%
10 th	CBSE	G.B.S.S No.4	2016	7.4 CGPA

PROFESSIONAL DETAILS:

➤ Completed Certification in D.D.E.O. from National Skill Development Corporation (NSDC) under Skill India project.

SKILLS:

- **Data Entry** : Microsoft office (Advance MS Excel, Power Point, MS Word)
- **Typing Skill** : 45 W.P.M. (English)

Strength:

- Punctuality
- Creative
- Ready to take challenges
- Hard Working

WORK EXPERIENCE:

- Worked as a Computer Operator in Administration for 1 year.

LANGUAGE KNOWN:

- Hindi
- English

HOBBIES:

- Reading Novels and Books
- Listening to Music
- Watching Anime and Movies

PERSONAL DETAILS:

Date of Birth	:-	10/02/2000
Father's Name	:-	Mr. Ravinder Singh
Sex	:-	Male
Marital Status	:-	Unmarried
Languages	:-	Hindi, English
Religion	:-	Hindu
Nationality	:-	Indian

DECLARATION:

I hereby declared that all information are given herein is true and best of my knowledge and belief.

Place:

Date:/...../20.....

VIKRANT KUMAR