**Vikas**

Address:

33 Ami Chand Khand, Giri Nagar, Kalka Ji, New Delhi- 110019  
Mobile:8076584504; 8527007065

Email: vgovind1990@gmail.com

**CAREER OBJECTIVE**

To Learn and grow up in my carrier and to perform at my best in whatever role I am positioned; Which suits my present skills and caliber and work towards clients/customer delight which will help in achieving organization goals.

**Work Experience:** Total of 4 + years of experience.

**Domus Global Retail Pvt Ltd October 2019 To 6 December 2019**

**Role and Responsibilities:**

**Data Entry Operator:**

* Product dealer search through online and collect information Name, Mail, Mobile no. Address etc and Entry in excel sheet
* Prepare Particular Brand Catalog in excel sheet.

**PS ATREE & Co. Pvt. Ltd. August 2018 To July2019**

**Role and Responsibilities:**

**Custom clearance Executive:**

* Data feeding in logisys software as a Imports Machinery, equipment, Mobile parts and other electronics items.
* Create Bank challan and preparing files.
* Resolving people issues within the team.

**Micromaxinfo Ltd. January 2015 to May, 2018.**

**Role and Responsibilities:**

**Micromaxinfo Ltd.**

* Data Entry operator (VLOOKUP, pivot Table, chart and data validation).
* Assemble the PCB’s in required dummy and assemble all their parts like a LCD Mic, Ringer, Receiver,Vibra and software updated etc.
* Quality Check all assembles PCB’s.

**EDUCATIONAL QUALIFICATION**

* **Matriculation:** CBSC Board (2006),
* **Intermediate:** CBSC Board (2009),
* **Graduation:** B.A. (PROG) from Delhi University (2014),
* **Professional qualification:** Basic Computer course from Aadharsila Giri Nagar Kalka Ji, New Delhi and Course on computer concept (CCC) from NIELIT Delhi.

**SKILLS AND STRENGTHS**

* Quick learner, Hardworking and open to learning.
* Ability to work independently or as a team.

**PERSONAL INFORMATION**

Father Name : Late Shri Ram Bachan

Date of Birth : 25.03.1990

Marital Status : Single

Nationality : Indian

Gender : Male

Languages Known : Hindi & English

Hobbies : Playing Football, Listening to music

I hereby certify that all the information provided above is true to the best of my knowledge.

Date………….

Place…………

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