

## CURRICULUM VITAE

**Akhilesh**

**CONTACT ADDRESS:**

**C-2/1331 Rohini Sector 27 New Delhi 110085**

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### CARRIER OBJECTIVE:

To be a part of progressive organization that can provide challenging work environment and facilitate growth an organization this will be utilize my qualifications and skills to have mutually satisfying Beneficial relation.

### ACADEMIC QUALIFICATION:

- 10<sup>th</sup> Passed 2012 from U. P. Board Allahabad.
- 12<sup>th</sup> Passed 2014 from U. P. Board Allahabad.

### TECHNICAL SKILLS

- Basic Knowledge of Computer Applications
- Ms Office
- Ms Advance Excel
- Google form (Fresher)
- Google Drive
- Instruments

### Organizational Experience

#### **2019 to Present (Common Service Centre) Basti Uttar Pradesh**

As a Common Service Centre Provide Nation Government village level Some Digital Facility, a Common Centre in a many types work some measure work below given.

- Aadhar Card Enrollment
- PAN Card Enrollment
- Bill Payment
- Money Transfer & Withdraw
- Mail, Typing, Air Ticket Booking, Train Ticket Booking etc.
- Daily basis Customer deals

#### **RIDHI CONSTRUCTION NETA JI SUBHASH PLACE NEW DELHI**

**2017 to 2019**

**Admin Assistant**

#### **WORK RESPONSIBILITY**

- Employees Documentation
- Photocopying, faxing, mail distribution and filing.
- Coordinates and maintains records for staff office space, phones, company credit cards.
- Creates and modifies various documents using Microsoft

Maintain Monthly Stationary, Grocery, Some Field Work like like Bank Chaque Deposit Cash withdraw, Material arrange etc.

**QUANTUM ADVISORY SERVICE ROHIT KUNJ (PITAM PURA) DELHI**

**2016 to 2017**

**Data Entry Operator (T.L)**

**WORK RESPONSIBILITY**

- BPO data (Company Software)
- P2D Data (Company Software)
- L067 (Company Software)
- Mailing and filing correspondence, preparing payrolls, placing orders, and answering calls.

**SAMMDATA PVT. LTD. ROHINI SECTOR-15 NEW DELHI**

**Data Entry Operator**

**2014 to June 2016**

**WORK RESPONSIBILITY**

- Databases and maintaining accurate records of valuable company information.
- Our ideal candidate has essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms.

**EXPECTED SALARY – NEGOTIABLE**

**PERSONAL DETAILS :**

<b>Father Name</b>	<b>Neboo Lal</b>
<b>Date of Birth:</b>	<b>8th October 1996</b>
<b>Gender</b>	<b>Male</b>
<b>Religion</b>	<b>Hindu</b>
<b>Nationality</b>	<b>Indian</b>
<b>Marital Status</b>	<b>Unmarried</b>
<b>Language Know</b>	<b>Hindi &amp; English</b>

**Declaration:-**

**I hereby declare that the information furnished above is true to the best of my knowledge.**

**DATE:-.....**

**PLACE:-.....**

**AKHILESH**

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