### CURRICULUM VITAE

**Sachin Kumar**

Block no-18

House no-222

Kalyan Puri

East Delhi-110091

Contact No. : 9990295632

E-mail:- Sachinrr4622@gmail.com

**Career Objective:**

To develop my managerial qualities and skills, and gain excellence in corporate world so as to smarten up the organization engaged with.

**Personal Insight:**

Motivated, Hardworking & Positive Attitude.

**Academic Qualification:**

* B.A (H) Hindi from Delhi University
* 12th passed from C.B.S.E. Board.
* 10th Passed from C.B.S.E. Board

**Professional Qualification:**

* Typing Speed 40wpm.
* Typing Speed in Hindi 25wpm
* Basic Knowledge of Computer

**Work Experience:**

* Was working on **Ministry of Home Affairs,** Govt. of India as an Data Entry Operator w.e.f 1.04.2014 to 31.01.2016.
* Present working on **Ministry of Home Affairs,** Govt. of India as an Data Entry Operator w.e.f 06.03.2017 to Till date .

##### CAPABILITIES

I can work individually as well as in a team.

I can perform consistently till I get the desired result.

**Personal Details:**

* Father’s Name : Shri Karam Singh
* Date of Birth : 21nd Sept, 1988
* Language Known : Hindi & English
* Nationality : Indian
* Religion : Hindu
* Marital Status : Unmarried

Certified all the statements mentioned above are true to the best of my knowledge I believe.

Date:

Place: New Delhi (**Sachin Kumar)**