

RESUME

Ujjwal Singh Kasera

Father's Name: Mr. Deepak Kumar

DOB: 08 March 1998

Sex: Male

Nationality: Indian

Marital Status: Unmarried

Contact no: +91-9580402512

Language Knowledge: English & Hindi

Email: ujjwalsingh906@gmail.com

Home Town Address :

107/219, Nehru Nagar,
Kanpur

Career Objective

To work in an organization with a work driven environment where I can utilize and apply my knowledge and skills which will reach the organization goals that will in return content me and would feed my imagination.

Strengths

- Ability to interact & establish sound relationship with colleagues and client.
- Self confident, hard working, energetic, Positive attitude.
- Ready to work in any Environment.
- Ability to work under pressure.

Professional Qualification

- 1 One Year "**PGDCA**" course from "**Animation Academy**" Nehru Nagar Kanpur.
- 2 Completed "**CCC**" Course from Kanpur.

Academic Qualification

- High School Passed From U.P. Board Allahabad in 2014.
- Intermediate Passed From U.P. Board Allahabad in 2016.
- B.Com From C.S.J.M. University Kanpur (U.P.) in 2020.

WORK EXPERIENCE

Worked as a "**Sale, Purchase & Voucher Data Entry Computer Operator**" in "**Quality Pumps Pvt. Ltd.**" Dada Nagar Kanpur. (Working Period 3 Year)

Present Time Working as a "**Data Entry Computer Operator**" in "**Sadhvi Enterprises**" General Ganj Kanpur. (Working Period 2 Year)

SYSTEM SOFTWARE HANDLING

Operating System - Window 98/2000/XP/Vista,

M.S. office 2000/2003/2007/2010,

Accounting Software – Tally.ERP9 Solutions, Dataman, Auditor9 ERP Solution.

Corel Draw 11/12/13 &Photoshop 7.0, LAN

In addition, I can handle many type of other software which is in use many type of work/Jobs.

KNOWLEDGE OF TYPING

- | | | | |
|----|---------|---|--------------------|
| 1- | Hindi | ➤ | 20 Word Per Minute |
| 2- | English | ➤ | 30 Word Per Minute |

HOBBIES

- 1- Reading Books
- 2- Travelling
- 3- Listening Music.

DECLARATION

I do here by declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Hope that above information's will satisfy you and enable you to give me a chance to prove my ability through my hard work & honesty.

With due regards

DATE:

PLACE: Kanpur

SIGNATURE
(Ujjwal Singh Kasera)