

**MOHIT THAKURI**

*Email:* *mohitfuture@gmail.com,* *Phone No: +919997313214*

*Address: H. No 371 A, Garhi Cantt Dehradun-248003 (Uttarakhand)*

***Work Experience: -***

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| **S .No.** | **Organization/Department/ Office** | **Job Title** | **Time Period** |
| 1. | Commercial Tax Department (Govt. of Uttarakhand) | Data Entry Operator | July 2007 toJan 2009 |
| 2. | Indian Military Academy (Govt. of India) | Office Clerk | Sep 2009 toFeb 2012 |
| 3. | North Point Children’s Academy (Affiliated to CISCE) | Office Clerk | July 2012 toNov 2014 |
| 4. | Seven Oaks School (Affiliated to CISCE) | Secretary to Principal | Nov 2014 toDec 2015 |
| 5. | Uttaranchal University | Secretary to Dean | Jan 2016 toMarch 2017 |
| 6. | Army Public School Birpur | LD Clerk | April 2017 toMarch 2018 |
| 7. | Indian Society of Remote Sensing | Office Secretary | May 2018 to Till Date |
| ***Educational Qualifications: -*** |
| **S. No** | **Class** | **Qualification** | **Board/University** |  | **Year of Passing** |
| 1. | Graduation | Bachelor of Arts | HNB Garhwal University | 2013 |
| 2. | XII | Sr. Secondary | National Institute of Open Schooling | 2010 |
| 3. | X | I.S.C.E | Council for Indian |  | 2004 |
|  |  | School Certificate |  |  |
|  |  | Examination |  |  |
| ***Other Qualification:-*** |  |  |  |  |

1. Six months computer certificate in Office Automation.

***Skills: -***

* **Software**: MS Office, MS Excel, MS Power point, MS Access Database, Outlook, Email, Internet Search and Surfing, EPF, ESIC, Basic Accountancy, Typing (English & Hindi), Letter Drafting, Documentations, Online Form Feeling, Windows and Software installations etc.
* **Hardware**: Basic Knowledge of handling PC and other computer peripherals like printer, scanner, photocopier etc.

**Personal Details**

1. Date of Birth : 11 December 1988
2. Father’s Name : Nb. Sub. Raman Singh (Retd)
3. Marital Status : Married
4. Languages Known : Hindi, English, Nepali & Punjabi
5. Nationality : Indian

**Declaration: -**

I hereby declare that the information provided by me is true the best of my knowledge.



Date: November 12, 2020 (Mohit Thakuri)

Place: Dehradun