**CURRICULUM VITAE**

**TARUN GARG**

Mobile: 9213338260

E-mail: tg4tarungarg@gmail.com

**OBJECTIVE** Always tries to learn and gives full contribution to complete the needs of organization. Have ability to get familiar very quickly with work environment and procedure of organization

**EDUCATIONAL QUALIFICATION**

Secondary School Examination from NIOS, New Delhi

Senior Secondary Examination from NIOS, New Delhi

Graduate in B.A Programme from Delhi University

**TECHNICAL QUALIFICATION**

Knowledge of Computer Software’s like MS-Office

Typing speed of English : 50wpm

Typing speed of Hindi : 40wpm

**WORK EXPERIENCE**

1. **Company Name** : **INSTINCT INFRA & POWER LTD**

**Address** : Naraina Industrial Area, Delhi

**Position**  : Operation Executive cum Backend Executive

**Responsibility :** Responsible for Registration of Clients on Exchange Platform

Submission of manual bids on behalf of Client in both the Power Exchanges (i.e IEX, PXIL)

 Responsible for Saving Analysis on behalf of Client

Prepare invoices for Client on Daily Basis

Keep updating with the open access regulations of the different states and their amendments from time to time.

Preparation of costing/overhead calculation sheets for IEX and Bilateral transactions.

Searching for Active Tenders for Power Sale/Procurement

Prepare of Weekly and Monthly Reports.

Search the circular, notification, order for websites of all states i.e Electricity Regulatory Commission, SLDC, Discoms, Nodal Agencies related to Open Access, Bilateral, REC & Renewable Power

 **Duration** : November, 2009 till today

1. **Company Name : PARAS DATA SOLUTIONS**

**Address** : Azad Market, Delhi

**Position**  : Data Entry Operator

**Responsibility** : Typing for document data in Company’s software

**Duration** : 6 Months

**PERSONAL DETAILS**

* Father’s Name : Sh. Roshan Lal Garg
* Date of Birth : 07-07-1987
* Marital Status : Single
* Language : English and Hindi
* Hobby : Cricket
* Address : Y-789 & 790, Pocket No-1, Nangloi, Delhi - 110041

I hereby declare that all the statements made in this resume are true and complete to the best of my knowledge.

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(TARUN GARG)**