From,

 ANKIT KUMAR AGRAWAL S/O DINESH CHAND AGRAWAL

In Front Of Panchayat Samiti, Karchari Road, Gangapur City Distt.- Sawai Madhopur (Raj.)

 Pin Code- 322201

To,

The Head of Institute

Respected Sir/ Madam,

 Sub: Application for the Post of "Computer Operator"

I, the undersigned, ANKIT KUMAR AGRAWAL would like to present as candidate and I have applied for the above said post in your esteemed Organization.

I request your good offices to consider my application and kindly provide me an opportunity to serve in your organization honestly and promptly.

I hereby enclosed Resume for your kind and needful action. Waiting for your earliest reply.

Thanking you,

Yours faithfully

Place: Jaipur

Date:

 ANKIT KUMAR AGRAWAL

 CURRICULUM VITAE

ANKIT KUMAR AGRAWAL

IN FRONT OF PANCHAYAT SAMITI KARCHARI ROAD

GANGAPUR CITY DISTT.-SAWAI MADHOPUR (RAJ.)

MOBILE NO. +91 -9782669664

Email:-ankitkumara83@gmail.com

CAREER OBJECTIVE:-

To be a part of progressive organization as well as to achieve the highest level of intelligence by being a true professional and unitizing my potential to the fullest so as to be an assets for organization.

ACADEMIC QUALIFICATIONS:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Examination | Board / University | Year of Passing | Percentage |
| 1. | Secondary (10th) | Board of Sec. education Ajmer Rajasthan | 2017 | 69.83% |
| 2. | Senior Sec. (12th) | Board of Sec. education Ajmer Rajasthan | 2019 | 62.80% |

PROFESSIONAL QUALIFICATION:-

* Bachelor of Computer Application from UOR, Jaipur

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Examination | Board / University | Year of Passing | Percentage |
| 1. | BCA PART 1st Year | Rajasthan University, Jaipur | 2020 |  |

PROFESSIONAL EDUCATION:-

Bachelor of Computer Application (3 years) Degree Course form ST. Wilfred PG College, Jaipur under Rajasthan University.

EXPERIENCE:-

* Fresher

STRENGTH:-

* Smart Working Honest.
* Good Communication Skills.
* Friendly Confident & Energetic With a capacity to learn.

TECHNICAL QUALIFICATION:-

* Basic Computer Knowledge.
* Basic Knowledge of Internet Browsing.

PERSONAL ASSETS:-

* Self motivated.
* Always willing to accept challenging jobs.

HOBBIES:-

* Reading Books
* Listening Music

PERSONAL DETAIL:-

Father`s Name : Mr. Dinesh Chand Agrawal

Date of Birth : 27/02/2001

Nationality : Indian

Marital Status : Unmarried

Languages Known : English & Hindi

DECLARATION:-

I declare that all information given in this resume is true the best my knowledge and belief.

Date:-…………………………..

 Place:-…………………………. (ANKIT KUMAR AGRAWAL)