

# CURRICULUM –VITAE

## SANJAY

T-1/36, Budh Vihar

Phase-1, Delhi-110086

Contact No: +91 9873004936, 7703905479

E-mail: sanjaydaksh1212@gmail.com

### CAREER OBJECTIVE

To serve the organization with complete dedication with the philosophy “work hard, work smart & work consistent”.

### EDUCATIONAL QUALIFICATION

Academics	Board/University	Passing Year	Result
10 <sup>th</sup>	CBSE	2011	Pass
12 <sup>th</sup>	CBSE	2014	Pass
B.TECH (Mechanical Engg.)	Swami Vivekanand University, Sagar (M.P.)	2014-2018	Pass

### COMPUTER SKILLS

- ❖ **Fundamentals of Computer**
- ❖ **Windows:** Notepad, WordPad, Paint
- ❖ **MS-Office:** MS-Word (A Full Featured Word Processing Program)  
MS-Excel (An Electronic Spreadsheet Program)  
MS-PowerPoint (A Complete Presentation Package)
- ❖ **Marg ERP:** Introduction of Marg ERP 9

### ACHIEVEMENTS/ADDITIONAL INFORMATION

- ❖ Certificate in Adv. Financial Accounts From LAL BAHADUR SHASTRI TRAINING CENTRE Regd. By Govt. of NCT of Delhi.
- ❖ Certificate in First Aid From ST. JOHN AMBULANCE ASSOCIATION DELHI CENTER.

### WORK EXPERIENCE

- ❖ Two year as a Computer Operator on Marg Software in :-
- ❖ Departmental Store, Civil Line, Delhi

### STRENGTHS

- ❖ Sincere & Hard Working
- ❖ Diligent
- ❖ Self Confident
- ❖ Positive attitude towards my work
- ❖ Friendly & Good Team Worker

## **PERSONAL DETAILS**

- ❖ Father'sName : Sh. Ompal
- ❖ DateofBirth : 4<sup>th</sup> May 1994
- ❖ Nationality : Indian
- ❖ MaritalStatus : Single
- ❖ LanguageKnown : Hindi & English

## **DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date.....

Place.....

( **SANJAY** )

