**RESUME**

**RAMESH**

**VPO- DURJANPUR**

**Tehsil –BAWANI KHERA**

**Distt - BHIWANI (127032)**

**Contact No. – 9354477779, 9729526779**

**Email- monti.hartwal@gmail.com**

**Career Objective:**

* To work with such an organization where, I can use personal and professional skill for overall growth of the organization and myself.

**Educational Qualifications:**

* 10th Passed From H.B.S.E. Bhiwani in 2010 with 78.00%.
* 12th Passed From H.B.S.E. Bhiwani in 2012 with 64.60%.
* BCA passed from KUK University in 2017 with 50.95%.

**Experience:**

* Two year experience in Unique Computer Center as Computer operator Cum Office Assistant from 01/02/2016 to 01/03/2018.
* One Year experience in Shivalaya Construction Company Pvt. Ltd. As Accountant from 09/05/2019 to till date.

**Operating Software :**

Tally, Windows XP, Windows 7, Windows 8, Windows 10, MS Office 2003, MS Office 2007, MS Office 2010, MS Office 2016 InternetE-mail, Personal Web Browsing, Database Search etc.

**Job Responsibilities**

* Maintain the all official Fundamental work
* Punctuality for job
* Responsible and hard worker
* Good communication and presentation skills
* Ability to handle tasks efficiently with minimum supervision.
* Personal Integrity and commitment to deadline

**Personal Details:**

Father Name : Sh. Rohtash

DOB : 25/09/1995

Nationality : Indian

Sex : Male

Marital Status : Unmarried

Languages Known : Hindi, English

Strength : Punctuality & positive attitude.

**Declaration:**

I hereby certify that all information recorded above is true up to my knowledge and I should be held responsible in any case of incorrectness of provided information.

Date………………….

Place…………………

**(Ramesh)**