**RESUME**

**Mr. Jayant Kumar Vishwakarma**

Near Police Station Radha Vallabh Ward

Kareli Distt. Narsinghpur (M.P.)

Mob. 7415221323, 8770949937

Email : jayantvishwakarma82@gmail.com

**OBJECTIVE**

To obtain a position that will allow me to utilize my skills, knowledge and willingness to learn in making an organization successful.

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| --- | --- | --- | --- |
| **Degree/Course** | **University/Board** | **Year** | **Percentage %** |
| PGDCA | Makhanlal Chaturvedi Institute | 2014 | 69% |
| B.SC (computer science) | R.D.V.V. | 2013 | 61% |
| 12th | M.P. Board | 2010 | 63% |
| 10th | M.P. Board | 2008 | 65% |

**ACADEMIC DETAILS**

**TECHNICAL SKILLS**

* MS- Office.
* Knowledge of Tally with GST.
* Hindi/ English typing.

**WORK EXPERIENCE**

4 months transition assistant work experience in HDFC BANK.

**PERSONAL STRENGHTS**

Hardworking, Punctual, Positive Attitude.

**PERSONAL PROFILE**

* Date of Birth : 30/11/1992
* Marital Status : Married
* Nationality : Indian
* Languages Known : Hindi, English
* Hobbies : Reading stories, Internet surfing.

**DECLARATION**

I hereby declare that the above-mentioned information is true to the best of my knowledge and If given an opportunity. I promise to give the best abilities to the organization.

**JAYANT KUMAR VISHWAKARMA**