

Bio-Data

RAJENDRA KUMAR RANA

Correspondence Address:

E-1/88
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KATWARIA SARAI
NEW DELHI
PIN CODE: - 110016

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Mobile.No:9560877465

Objective:-

Seeking a position to utilize my non-technical knowledge, soft skills and analytical abilities for better outcome of the company.

Educational Qualification:-

Degree/Course	Year	Institute	Board/University	% Marks
B.A. (Hons)	2009	St. Columba's College, Hazaribagh(Jharkhand).	VBU Hazaribag	56.28
I.A (Arts)	2006	St. Columba's College, Hazaribagh (Jharkhand).	JAC	45.60
Matriculation	2004	Hindu High School, Hazaribagh (Jharkhand).	JAC	49.28

Work Experience:-

Worked as a Data Entry Operator in SOUTH **DELHI MUNICIPAL CORPORATION** since **11.06.2015** to till date.

Company Profile:-

The **Municipal Corporation of Delhi (MCD)** was the municipal corporation, an autonomous body that governed, Districts of Delhi, in the union territory of Delhi, India. It was one of three municipalities in the National Capital Territory of Delhi, the others being New Delhi Municipal Council, and Delhi Cantonment Board. "The MCD was among the largest municipal bodies in the world providing civic services.

Computer Skills:-

- Advance Diploma in Computer Application (ADCA).
- Office Automation & **Data Entry** from NIELIT (New Delhi Center)
- Typing Speed- 40 in English PWM & Hindi PWM-30.

Job Profile:-

- (a) Forwarding information by receiving and distributing communication, collecting and mailing correspondence, copying information.
- (b) Messages to be taken and distributed accurately.

- (c) Swift coordination of the courier and messenger service.
- (d) Scan, Copy, and fax all sorts of documents.
- (e) Obtain, sort, and transfer incoming calls, emails, and regular mail.
- (f) Maintain and update databases as needed depth knowledge of genera-typing.
- (g) In-depth knowledge of general office functions including typing.

Extra Curricular Activities:-

Participate in school Chess & Event organizer in school and college function and other cultural events.

Personal Skills:-

- **Co operative, quick learner, hard working.**

Personal Profile:-

- Name : Rajendra Kumar Rana
- Father's Name : Late Shri. Chintamani Rana
- Date of Birth : 01.04.1988
- Sex : Male
- Marital Status : Married
- Religion : Hindu
- Nationality : Indian
- Languages known : English, Hindi
- Hobbies : Playing Chess & reading competitive books.

Permanent Address:-

Village : - Lutta
Post : - Salgawan
Police Station:-Katkamdag
District : - Hazaribag
State :-Jharkhand
Pin Code : - 825301

Declaration:-

I hereby declare that all the above statements are true and genuine to the best of my knowledge and belief.

Date: _____

(Signature)

Place: _____

(Rajendra Kumar Rana)