

# **CURRICULUM-VITAE**

**DHRUV MUTREJA**

**Address:- H.NO. 27/8**

**ASHOK NAGAR**

**Dist:- SONIPAT-131001**

**HARYANA**

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## **CAREER OBJECTIVE:**

To achieve a responsible position in an organization through hard work, dedication & commitment towards my job which would enable me to broaden my skills & challenge my various abilities.

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## **EDUCATION & PROFESSIONAL QUALIFICATION:**

- 10<sup>th</sup> passed from **CBSE Board**.
  - 12<sup>th</sup> passed from **CBSE Board**.
  - **B.BA** passed from **KUK University**.
  - Pursuing **M.B.A.** from **IMT GHAZIABAD**
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## **COMPUTER SKILLS:**

- Tally **ERP 9.0**
  - Basic knowledge of Computer.
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## **STRENGTH :**

- Responsible
  - Hard Working
  - Good Communication Skills
  - Positive Attitude
  - Honest & Sincere
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## **HOBBIES:**

- Listening to Music
  - Reading Newspaper
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## **EXPERIENCE:**

- 1 Year Experience as a Tally Operator.
  - Currently Working as a Sales Representative at **NUVOCO VISTAS CORP. LTD.**
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## **PERSONAL SKILLS:**

- Believes in True & Good Relationship.
  - Always help those who are in need.
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## **PERSONAL DETAIL:**

- Father's Name: Sh. Surinder Kumar Mutreja
  - Date of Birth: 20-09-1999
  - Nationality: Indian
  - Gender: Male
  - Marital Status: Un-Married
  - Strong Point: Dedication to Work
  - Language Known: Hindi, English
  - Religion: Hinduism
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## **DECLARATION:**

I do hereby declare that facts stated above are true, complete & correct to the best of my knowledge & belief.

Date:.....

(Signature)

Place:.....

(Dhruv Mutreja)