**RESUME**

Mritunjay Dwivedi

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**Address:- Poranik Tola Gali no-2,**

**Civil Line , Satna(M.P.)**

**Pin – 485001**

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# CAREER OBJECTIVES

I wish to excel in an organization where I can make the best utilization of my skills seeking in Responsible position in my working field, As well as to be right at the top what ever I will do.

# STRENGTH

* Time Management
* Positive Thinking
* Hard Work
* Sense of Responsibility
* Sincerity and Adaptable

**TECHNICAL SKILLS**

* **APPICATION : MS- Word, MS- Excel, MS- Powerpoint,**

* **OTHER : Hindi – English Typing**

WORK EXPERIENCE

* **Working as a Assistent lecturer & lab assistent in Bajaji Tally Institue Birla Road, satna( M.P.) from 5/5/2015 to 16/02/2018 . Subject is (Tally,Excel,Online,Hindi,English Typing)**
* **Working as a M.I.S Executive (Invoicing)-Warehouse in Kaushal Enterprises (Authorised Tata Motors Distributor) Satna (M.P.) from 17/02/2018 to till now.(Oprate TATA MOTORS SOFTWARE C.R.M.(Cutomer Relationship Management)**
* **EXCEL(Hlookup, Vlookup,Lookup,Pivot Table,Advance Excel MIS Reproting)**

# Academic Qualification

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| COURSE | YEAR | BOARD | DIVISION |
| 10TH | 2007 | MP BOARD BHOPAL | SECOND |
| 12TH | 2011 | MP BOARD BHOPAL | SECOND |
| TALLY | 2015 | BALAJI TALLY INSTITUTE SATNA | FIRST |
| EXCEL | 2015 | BALAJI TALLY INSTITUTE SATNA | FIRST |
| BSC(I.T.) | 2017 | M.C.U BHOPAL | FIRST |

# Interests & Hobbies

* Playing cricket ,
* Listening soft Music , reading books & Writing ,
* Net surfing , making new friends and observing new qualities from them **.**

# Personal Information

**Father’s Name :** Mr. Ram Shiromani Dwivedi

**Mother's Name :** Mrs. Jyoti Dwivedi

**Date of Birth :** 08th July. 1992

**Nationality :** Indian

**Sex :** Male

**Marital Status :** Unmarried

**Permanent Address :** poranik tola ,gali no-2,civil line, Satna (M.P.) 485001

**Contact No. : +91-8982566840**

**Languages :** English & Hindi.

**DECLARATION**

I hereby declare that all the information furnished above are true to the best of my knowledge. If given an opportunity to serve the organization I will leave no stone unturned to prove my ability.

**Date:**

**Place: Satna ( Mritunjay Dwivedi )**