

Curriculum Vitae

SAMEER

Email:-

sameerkhan7415509240@gmail.com
Mobile No- 7898259476,7415509240

Permanent Address:-

Ward no-23 KULHARDA HARDA
Dist. Harda (M.P.) 461331

Personal Data:

Father's Name : Mr. ABDUL KHALIL
Mother's Name : Mrs. JAITUN BEE
Date Of Birth : 26 FEB. 2001
Sex : Male
Nationality : Indian
Marital Status : Unmarried

Languages :-

Known : Hindi, English

OBJECTIVE :

I am self motivated, enthusiastic and task oriented individual, have promising zeal towards the best outcome with personal growth. Faithful towards organization, work and workmanship.

EDUCATION :

S.NO	Educational Qualification	Board/ University	Passing Year	Passing Percentage
1	10 th	M.P. BOARD BHOAPL	2017	64.16%
2	12 th	M.P. BOARD BHOAPL	2019	56.80%
3	ITI (COPA)	SCVT	2018	73.25%
4	B.Com	B.U. BHOPAL	2022	72.37%

EXPERIENCE :

- Have 3.5 year's experience of Hindi Typing and Data Entry Operator in Private Firm Situated at Galla Mandi Harda.
- Have 1.5 Years of Experience in Government ITI Harda Working As Hindi English Typist as well as Data Entry Operator.

COMPUTER KNOWLEDGE :

- Deep Knowledge of MS Word MS Excel MS Power Point Adobe Photoshop.
- Proficient Typist in All Font's of MS Word CPCT Certified Typist of Hindi & English.

STRENGTHS :

- Always Having positive attitude
- Hard Working
- Good Communication Skill
- Honest

AREA OF INTERESTS :

- Travelling.
- Listening music.
- Internet surfing
- Making friends

DECLARATION :

I hereby declare that the above mentioned information is correct to the best of my knowledge and I will be responsible for the correctness of the above mentioned particulars.

Place:- Harda
Date :-19-07-2023


Sameer