

CURRICULUM VITAE

SHAIENDRA KUMAR VISHVAKARMA

H/N. 148/1 Awas colony Lanji Teh. Lanji

Dis. Balaghat (M.P.) 481222

Mail ID:- shailendravr42@gmail.com

Mo. 9131554120, 9424379396

Career objective:-

- Seeking a data entry position where my fast and accurate typing skills together with solid database management knowledge will contribute to the company's success. Recommended for an outstanding approach to customer service and excellent written and verbal communication skills.

Academic Qualification:-

- High school from M.P. Board 71.33% in 2014.
- Higher secondary from M.P. Board 60.2% in 2016.
- B.sc Graduation from BHOJ University 60% in 2019
- Steno(Private) in Hindi language from M.P. Board in 2017.
- DCA Computer Diploma from Makhanlal Chaturvedi University in 2017.
- CPCT Computer certificate Qualified from MAP IT (M.P.)

Computer knowledge:-

- Ms office (Word, Excel, Power Point).
- Typing speed in Hindi :- 40 WPM.
- Typing speed in English :- 45 WPM.

Experience:-

- 3 Years experience Computer Operator cum Typist in Kailash Institute of Chemical Science Bhopal.

Strengths:-

- I am confident open minded in discussion and always want learn new things. This is related with my field. "Positive with go-fetter attitude".

Personal profile:-

Name	:-	Shailendra Kumar Vishvakarma
Father's Name	:-	lt. Hariram Vishvakarma
Date of birth	:-	04.02.1999
Language known	:-	Hindi & English
Marital Status	:-	Single
Nationality	:-	Indian
Hobbies	:-	cricket & Art
Permanent Address	:-	village- Lanji, Dist. Balaghat, (M.P.) Pincode 481222
Blood Group	:-	O+

Declaration:-

I here by declare that above information is true to the best of my knowledge and belief.

Date:-

Place:- Lanji

Signature