

Resume

OBJECTIVE

To work professionally managed & growth oriented organization & aids its growth to apex together.

PROFILE -

DEVENDRA AGRAWAL

s/o – sh. Ramgovind Agrawal

DOB – 01/01/2001

Contact no. 8871941458

Email.- devagr37@gmail.com

Marital status – Single

Address – 411/18Mahaveerपुरा
Morena (M.P.)

EDUCATION

- ❖ CPCT (typing certif.) Pass in Hindi & English Typing.
- ❖ Typing speed in Hindi & English (40-45 wpm).
- ❖ Diploma in Computer Application (DCA) from MCU.
- ❖ ITI Steno 80-100 wpm from NCVT, DELHI.
- ❖ BA from Jiwaji University, Gwalior.
- ❖ Higher secondary (Math & Biology) from M.P. Board.

KEY SKILLS -

- Teamwork
- Active listening
- Time management
- Work properly
- Budget planning
- Social media

LEADERSHIP -

Two years of experience and mentoring multiple teams. Proven record of overseeing projects to promote operational efficiency and enhance collaboration between interdisciplinary teams.

EXPERIENCE -

1.6 YEAR EXPERIENCE OF
OFFICE ADMINISTRATION

COMPUTER SKILLS

- Basic Computer Knowledge
- Strongly work on M.S. Office
- Best perform of any work on M.S. Word
- Manage paper & digital work
- Multitasking

