

# Resume

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## OBJECTIVE

I am seeking an opportunity in a company where I can use my experience and education to help the company meet and surpass its goals.

## SKILLS

- Communication skills
- Leadership skills
- Teamwork skills
- Interpersonal skills
- Learning
- Time Management
- Good Decision making power
- Learning/adaptability skills
- Ms office
- Ms word
- Ms Excel
- Outlook
- Data Entry
- Sytem online works

## EXPERIENCE

**Oct 2023 - Current Working**      **INDUSIND BANK**  
**CS**      Office Management  
Costomer Handling  
File LOGIN  
Payment Disbursement  
Requirement  
E-mail and business management

## EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
10th	L.O.P.G.K.I.C..Laldhang	64%	2013
12th	G.I.C. Laldhang	64%	2015
BCA	S.D.I.M.T College Haridwar	68%	2018
MBA (HR)	S.D.I.M.T. Haridwar	63%	2022

## ADDITIONAL PERSONAL INFO

Address      Vill - Samaspur kateber,P.O - Laldhang,Pin -249408, Haridwar,  
Uttrakhand  
Languages      Hindi & English  
Date of Birth      01/06/1997

Marital status	Unmerried
Nationality	Indian
Religion	Hindu
Gender	Male
Driving license	Yes

### **HOBBIES**

- Books Reading
- Dancing
- Traveling
- Sports
- Swimming
- Socialism
- Social media Activitys
- Game playing ,etc

### **INTERSTED FIELD**

- Office Management
- Online system working
- Internet and computer working

### **CERTIFICATIONS**

CCC computer certificate