



Ashish

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EMAIL

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ADDRESS

J-2/107 A D.D.A FLATS
KALKAJI
New Delhi
110019

LANGUAGE

- Hindi
- English

CERTIFICATIONS

- Basic Computer Course
From India habitat centre
- Advance Course In Excel,
Ms Word, Power Point

SKILLS SUMMARY

- Communication: Excellent
verbal and written skills.
- Proficient: Microsoft Office
(Word , Excel, PowerPoint)
- Quick learner in new tasks
and environments
- Time management:
Prioritization skills

PERSONAL PROFILE

Motivated student with excellent judgment, time management, and flexibility. Praised for hard work and reliability. Strong communication, interpersonal, and organizational skills. Eager to gain real-world experience and contribute to company goals. Adaptable, dependable, and with a strong work ethic. Can complete tasks on time individually or in a team. Ready to learn and grow.

EDUCATIONAL HISTORY

- 10th Passed From NIOS BOARD (2019-2020)
- 12th Passed From CBSE BOARD (2021-2022)
- Pursuing Graduation from DU SOL

TECHNICAL EDUCATION

- Stenographer Course From ITI (AKS) (2023-2024)

WORK EXPERIENCE

- Internship At Saket District Court Under Chamber No. 460 of 2
month from 21.02.2024 to 20.04.2024

Place:- New Delhi

(Ashish)