

CURRICULUM VITAE

- Name** : PANKAJ KUMAR
- Designation** : Computer Operator
- Key Roles and Responsibilities** :
- Data Entry
 - Letter Typing
 - Entry of DD/Cheque
 - Any other work which allotted to me for time to time
- Email and phone/mobile no.** : Pankaj.kumar67@yahoo.com
Mob. 8010114933
Res. 0120-3117898
- Date of birth** : 20 May 1984
- Professional experience** :
- Working as a Computer Operator in NFCH from 01/07/2008 to till date.
 - One year experience of Office Assistant 'Global Shipping Agency' Preet Vihar, Delhi
- Educational qualification** :
- 10th passed from U.P Board Meerut in (2000)
 - 12th passed from U.P Board Meerut in (2003)
 - BSc. Final from CCS University Meerut in (2007)
 - One year course of Computer Application from Updesco Lucknow in (2004)
- Language skills** : Hindi / English
- Extra Activities** :
- Updating of Library Books
 - Typing of letters to various institutions for sale of Books published by NFCH
 - Essay typing
 - Diary and Dispatch in the absence of Dispatch Clerk