

RESUME

Mohit Thapa

Rakkar , Dharmshala

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Objectives

Seeking challenging role as a computer operator where my proficiency in the application of computer operations will be fully consumed to help the organisation reach its objectives with excellence and ease.

SKILLS

- Master in use of Ms office tools: Ms word , Power point
- Good working relationship
- Ability to work under pressure

WORK HISTORY

- **JK SHAKTI CONCRETE (01/FEB/2021 to 31/DEC/2023)**-Worked as computer operator
 - Maintaining attendance of staff and labours.
 - Keeping the records of incoming and outgoing letters between company and client.
 - Keeping the record of all TMT,Cement etc bills.

EDUCATION

- **10th and +2**
ARMY SCHOOL YOL CANTT, DHARAMSHALA
- **GRADUATED IN BACHELOR OF ARTS**
GOVERNMENT DEGREE COLLEGE
DHARAMSHALA -Major subject: ECONOMICS AND TRAVEL AND TOURISM
- **MASTER OF ARTS IN ENGLISH**
- **HPU REGIONAL CENTRE DHARAMSHALA**

- **BASIC OF COMPUTER COURSE (INFOEDGE) FROM NIIT DHARAMSHALA**

PERSONAL DETAILS

- Name Mohit Thapa
- Father's Name Anil kumar
- Date of Birth 13-06-1990
- Marital Status Married
- Gender Male
- Languages Known Hindi, English and Nepali

DECLARATION

I will do my best to make you satisfied by my work. I hereby declare that the information furnished above is true to the best of my knowledge.

PLACE: Dharamshala

DATE:01-08-2023