

CURRICULUM VITAE

Harkesh

S/o Late Sh.Azad

VPO-Lowa Kalan, Teh- Bahadurgarh

Distt-Jhajjar, State-Haryana

Pin code:- 124507

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Career Objective: -

- ☐ To seek a responsible and challenging position which gives me an opportunity for personal growth and professional advancement while pursuing objective of the organization.
- ☐ To gain the best experience of different field of our computer departments

Work Eeperience:-

- ☐ **Working as a computer Operator from 4 years at Satvik Motors Hero Showroom.**
- ☐ **Working In customer Dealing , DMS Billing , Insurance Department .**
- ☐ **Maintain the stock and Networking Dispatch and Check all the mails and report to the MD.**
- ☐ **Handle are the all RTO matter regarding with Customer RC and File Trasnsfer**
- ☐ **Use the Netbanking for payments transfer work**

Present Experience:-

- ☐ **Currently Working at prnce motors (Badli)**
- ☐ **Period - From Jan, 2022 to till now .**
- ☐ **Working with the DMS-INSURANCE-RTO Software with Billing.**
- ☐ **Working as computer Operator with Billing , Stock Maintain in Excel Sheet as Sales Manager.**
- ☐ **Working as DMS work .**

Academic Qualification:-

th10 passed from HBSE .

12th passed from HBSE

Technical Skills

- ◆ Computer Knowledge of Programing and Excel Sheet Work.
Office Work
Excel Work
Diploma of TALLY AND BOOK KIPING in 12 months
(ICA Bahadurgarh).
- ◆ One month Diploma in Plastic Engineering from CIPET, Sonipat.

Personal Information:-

Father's Name	: Sh.AZAD
Date of Birth	: 30-12-1994
Marital Status	: Unmarried
Nationality	: Indian
Language Known	: Hindi, English
Hobbies	: Doing Practical, Searching New,

Declaration: - This is certify that the above mention details are true and to best in my knowledge and belief

Place:-----

Date:-----

(HARKESH)