

Curriculum Vitae

VIRENDER

House No:- 386, Block 'S', Mangolpuri, North West Delhi, New Delhi-110083

Contact Details

Mobile No:- 8700877646,9868643268

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Career objective:-

To give my level best to the institution I work. To work with the organization that provides a friendly environment with good career opportunities. My objective is to learn all the aspects of my job in an organization.

Educational Qualification:-

DEGREE	INSTITUTE/UNIVERSITY
10th	C.B.S.E BOARD, DELHI
12th	C.B.S.E BOARD, DELHI
B.A. Prog	Delhi University

Additional Skills:-

- **Basic Knowledge of Computer.**
- **Microsoft Office (word, Excel,Power Point)**
- **Internet.**
- **Knowledge of English typing.**

Work Experience:-

- 1. 6 year Experience of Tender Participate on GEM, CPP and CPWD Portals, Sales of Furniture, Assemble or Maintainance of furniture as per tender specification in (Royal Safe Co. KB) Kirti Nagar New Delhi.**

2. 2 year Experience of Tending on Govt Portal (GEM, CPP, CPWD Portals) Online in (StandardStamping India) Kirti Nagar New Delhi.
3. 1 year Experience of QC (Quality Check Department) in Ledure Light Company Mangolpuri New Delhi.
4. 1 year Experience of Telesales in HDB Finance Company PVT. LTD. Vikas Puri New Delhi.

❖ Still Working In Royal Safe Co.

Personal Profile:-

Name	VIRENDER
Father's Name	Sh. Munna lal
Date of Birth	15-August-1996
Permanent Address	S-386, Mangol Puri, New Delhi-110083
Nationality	Indian
Marital Status	Married
Gender	Male
Language known	English & Hindi
SOFT SKILL	FRIENDLY,RELIABLE,CHEERFULL & HELPFULL
Hobbies	Listening Music, and learning
Strength	SelfmotivatedDeterminate, Hardworking Self Confidence & Good Learner.

Place: Delhi

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