

# RESUME



**RAJESH VERMA**

CONTACT:- 8889858275

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Block Rajgarh

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## **CAREER OBJECTIVE**

To Redefine "Value Addition "for an Organization through a committed and focused career growth while adopting learning as a way of life.

- To perform at the highest level of my potential working towards the set goal and targets.
- Striving to achieve perfection at the job and better myself through continuous gain of Knowledge & through continuous learning.
- To handle jobs sincerely in a competitive environment efficiently and competently, keeping in view growth and improvement.
- To utilize my analytical capabilities, creative ideas, with a self-motivated and positive Approach within an organization that will help my professional and personal skills.

## **WORKING EXPERIENCE**

- I Know work with MS Office.
- I Have 2 years online work in cyber café
- I have 6 month experience telecalling in bjp samvad kendra

## **STRENGTHS**

1. Experience in supporting customer interest and handling customers
2. Analytical skill, conceptual skill, communicative and interpersonal skills.
3. Ability to work successfully with people in diverse and different team environments.
4. Self motivated and able to set effective priorities and implement decisions to meet operational deadlines.

## **ACADEMICS**

Qualifications	Year	University/School	Subjects	Division/%
10 <sup>th</sup>	2019	MP STATE BOARD GOVT.H.S EXCELLENCE NO. 1 RAJGARH	Math, Science, Hindi, English, Social science, Sanskrit	1 <sup>st</sup> Division 63.2%
12 <sup>th</sup>	2021	MP STATE BOARD GOVT.H.S EXCELLENCE NO. 1 RAJGARH	Economics, Political Science, History, Hindi, English	2 <sup>nd</sup> Division 58.8%
BA	2024	BU BHOPAL GOVT PG COLLEGE RAJGARH	Hindi, History , Sociology, PD, English	64.50/

## PERSONAL DETAILS

Father's Name	-	Mr. Ramesh Verma
Mother's Name	-	Mrs Sumitra Bai
Date of Birth	-	28 <sup>th</sup> July 2002.
Hobbies	-	running, morning wock, cricket,
Nationality	-	Indian
Language Known	-	Hindi & English

## DECLARATION

Hi,

I hereby certify and declare that, all the information furnished in this application are true to the best of my knowledge and belief also. And I am responsible for it accuracy.

Date: .....

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Place: Rajgarh

**RAJESH VERMA**