

# RESUME

## Tejbhan singh marko

Add: - 111, Surajkunj, Subhalay Vilas Awadhपुरी BHEL Bhopal

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## OBJECTIVES:-

TO OBTAIN A POSITION IN YOUR COMPANY THAT WILL ALLOW ME TO CONTRIBUTE MY ABILITY AND KNOWLEDGE IN A WORKING ENVIRONMENT.

## JOB PROFILE:-

JOB INVOLVES IN INTERNET WORK AS WELL AS CUSTOMER SERVICES. COMPUTER FUNDAMENTAL (MS-OFFICE) TUTORIAL WORK IN INSTITUTE AS A TUTOR . ALL WORK WAS BASED ON PRACTICAL.

## JOB SUMMARY:-

- 1) TYPING , INSTALATION ,INTERNET HANDLING
- 2) COMPUTER RELATED ALL QUERY AND FUNCTIONS HANDLING
- 3) UNDERSTANDING THE COSTOMORS QUERY AND REPORTING TO PROPER PERSON
- 4) ATTENDING PHONE CALL FOR BUSINESS PROPOSALS, CUSTOMER RELATED QUERY ETC.

## STRENGTH:-

- ❖ PATIENCE
- ❖ AMBITIOUS
- ❖ EAGER TO LEARN
- ❖ MOTIVATION

## PERSONAL DETAILS:-

FATHER NAME : Chain singh marko  
DATE OF BIRTH : 15/09/1994  
MARITAL STATUS : UNMARRIED  
NATIONALITY/RELIGION : INDIAN/Hindu  
GENDER : MALE  
LANGUAGE KNOWN : ENGLISH, HINDI  
PERMANENT ADDRESS : E-74 m.p.e.b.colony Prakash Nagar,  
birsinghpur pali  
Dist:- Umaria  
Hobbies : SPORTS, READING BOOKS,

### **EDUCATION QUALIFICATION:-**

CLASS	GROUP	BOARD/UNIVERSITY		REMARK
10 <sup>TH</sup>		MP BOARD		1st DIV
10+2	PCM	MP BOARD		1stDIV
BACHOLER OF ENGINEERING		RGPV		2nd DIV

### **TRAINING: ➤**

Conducted 30th days industrial traning at mppgcl birsingh pur pali

➤ THE ABOVE IMFORMATION IS TRUE ACCORDING TO THE BEST OF MY KNOWLEDGE & RELEVANT DOCUMENTS.

DATE:-

Name:- Tejbhan singh marko

PLACE:- Bhopal