

VISHAL MAURYA

Add: D-4/65, Lakkarpur, Shiv Durga Vihar, Faridabad, Haryana-121009

Mob: +918285435061

Objectives

- An energetic aspirant dedicated to make his own identity in the industry or become an indispensable asset to growth oriented organization seeking a challenging position in an organization that will make the best use of my skills and allow me to contribute in the growth of the organization

Competencies:

- Fast learner.
- Friendly attitude.
- Ambitious and committed to excellence.
- Good communication skills.

Knowledge & Skills:

- MS Office (Word, Excel), Advanced Excel (V-Lookup, H-lookup, Pivot Table).
- Knowledge of Accounting Software Tally ERP.
- Decision Making.
- Project Management.
- Multitasking.
- Able to take information from various internet sources and compile them into meaningful summary.

Education:

- 10th Passed from CBSE Board in Delhi in 2016.
- 12th Passed from CBSE Board in Delhi in 2018.
- B.com (P) from University of Delhi in 2021.

Experience:

- 6 Months Experience of Working as a Computer Operator at **DTDC Courier & Cargo**.
- 2 Years Experience of Working as a Data Entry, Analysis & Data Management in Planning & Billing Department at **Sabz Infra Solution Pvt. Ltd**.

Languages Known: English, Hindi

Personal Details:

Father's Name : Sh. Ram Milan Maurya

Date of Birth : 25-Aug-2000

Marital Status : Unmarried

Nationality : Indian

Interests & Hobbies:

Listening to Music. Playing Cricket

DECLARATION:

I, hereby declare that the information stated above is correct & authentic:

(VISHAL MAURYA)