

AbhishekGautam

S/O. Mahesh Kumar Gautam

Inderpuri , New Delhi

Pin Code- 110012

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**OBJECTIVE:**

To build a career that offer challenge and growth with opportunities to enrich my knowledge and skills while contributing my best to the organization.

**EDUCATIONAL BACKGROUND:**

Qualification	Institute	Marks (%)	Year
12th	Salwan Boys sr. sec. School, Old Rajinder Nagar, New Delhi	56%	2015
10th	Kalgidhar National Public School, Inderpuri, New Delhi	68%	2012

**VOCATIONAL TRAINING:**

- Vocational Training Course in Business Associate (Aug - Sep 2018)  
Unnati Centre, Kirti Nagar, New Delhi 110015

**TOPICS COVERED**

- About Office Administration
- Communicative English
- Basics of Computer (Including MS Office & Internet)
- Tally ERP 9- Entries like Sales, Purchase, Payment & Receipt, Journal Entries
- Lifeskills& Personality Development
- Typing Skills (Alpha: 26wpm, Number:25 wpm, Accuracy :100%)

**PERSONAL DETAILS:**

Mother's Name	:	Shivani Gautam
Permanent Address	:	WZ-248, 3 <sup>rd</sup> floor Inderpuri, New Delhi 110012
Date Of Birth	:	12/04/1996
Marital status	:	Single
Languages Known	:	English, Hindi
Hobbies	:	Cooking, Travelling

Date: 2/9/19  
Place:DELHI

  
(ABHISHEK GAUTAM)