

# CURRICULUM-VITÆ

## Vineet Rana

### Address :

Gali no-1, Manavta Puri Sara Road Govindpuri

Post : Modinagar 201201

Distt : Ghaziabad (U.P.)

Contact No : 8439418506,9675646947

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### Career Objective:

To Work in an Esteemed Organization and be a Dynamic Source of Professional Skills and knowledge to the organization in the challenging work.

### Academy Qualification:

B.COM	CCS UNIVERSITY	(Pursing 2 <sup>nd</sup> yr)	-----
INTERMEDIATE	UP BORD	64%	2017
HIGH SCHOOL	UP BOARD	70%	2015

### Computer Skills:

- Basic Knowledge of Computer. (Excel, MS Word, PowerPoint, Notepad, Advance Excel, Paint)
- Tally, 5.4, 7.2, 9.0, ERP- 9 + GST.

### Strengths:

- Positive Thinking
- Self Confidence
- Hard Working

### Hobbies:

- Yoga.
- Listening Music.
- Reading Book.
- Helping Others.

### Working Experience:

- Two years Experience as a computer operator in Standard Computer at Modinager .

**Personal Details :**

Father's Name : Mr. Karan Singh  
Date of Birth : 15/07/2000  
Nationality : India  
Marital Status : Unmarried  
Gender : Male  
Language Known : Hindi & English

**Declaration:**

I hereby declare that all the Information provided here in Correct to the best of my knowledge and belief.

**Date :.....**

**Place:.....**

**(Vineet Rana)**