

RESUME

Personal Details

Name	Kulbir Vishnu
Father Name	Sh. Panch Bahadur
Date of Birth	06 / January / 1988
Nationality	Indian
Status	Married
E-Mail id	vishnukulbir06@gmail.com
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Career Objective

To work for an organization this provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Education

10th from Punjab School Education Board, Mohali.

12th from Punjab School Education Board, Mohali.

Qualification

One Year Computer Course at Patiala.

Key Skills

Good knowledge of English, Punjabi typing speed should be good. Proper analysis and verification to ensure data integrity. Completion of the required task within the desired deadline. Good knowledge of MS office, MS Excel and Online work in Internet.

Work Experience

1 year experience as a Steno type writer in Income Tax Office, Patiala.

1 year experience as a Data Entry Operator, Sandeep Communication, Patiala.

5 year experience as a Data Entry operator at Chandigarh Architect, Patiala.

Presently working in Thapar Institute of Engineering and Technology University, Patiala.

Personal Qualities

Punctual and Good communication skills.

Ability to work as individual as well as in group.

Declaration

I hereby declare that all the information furnished above true and best of my knowledge.

KULBIR VISHNU