

Curriculum-Vitae

Vijay Kumar

Mobile: 8427881027, 9569753319

#1422-B Small Flats Dhanas

Chandigarh (160014)

vijaygupta1422@gmail.com

Academic Qualifications:

- High School (C.B.S.E Board)
- Secondary School. (C.B.S.E Board)
- Diploma in Stenography- English. (Govt. I.T.I)
- D.E.O (6 Month) Govt. I.T.I
- One Year Computer Diploma.

Experience:

- Steno Typist State Election Commission Haryana.
- Typist Hindi & English, "Kamlam" Chandigarh.
- Touchstone Educational Pvt. Ltd. Chandigarh (Typist)
- IBS Pvt. Ltd. Chandigarh (Typist)
- Present Working Rivansun Careers Institute Chandigarh.

Additional Qualifications:

- Computer Hindi Typing (**Speed 50 WPM**)
- Computer English Typing (**Speed 65 WPM**)
- Computer Basics : MS Office, Internet, Hindi & English Typing.
- All Basic Knowledge Page Setting & Formatting & All Math Equation

Personal Details

Name : Vijay Kumar
Father name : Sh. Suresh Chand
Date of birth : 12 - 03-1996
Marital Status : Single
Sex : Male
Nationality : Indian

Place:- _____

(Vijay Kumar)

Date :- _____