**CURRICULUM VITAE**

**DHEERAJ**

**S/O SH. TILAK RAJ**

**Contact & Address:**

Address- #-2659/1 Sec-38 C

Chandigarh

Mobile no-7986554797

Email- **deerajshankey@gmail.com**

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| Objective :- |

To contribute to the organization and take it to the upgraded level with my knowledge, creativity and enhance my working skills.

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| Educational qualification:- |

* 10th from HP Board in the year 2010.
* 10+2 (Arts) from HP Board in the year 2012.
* BCA from HP Board in the year 2017.
* MCA from LPU in the year of 2019.

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| technical skill :- |

* Operating System
	+ - WINDOW’S
* Microsoft Office
	+ - WORD, POWER POINT etc.
* Internet

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| experience:- |

* Six Months experience with wedding wish as a team leader form 1st January to 30th June 2019.
* One year experience with SBI (Cards) as an administrative from December 2017 to December 2018 in Sector 7C Chandigarh.
* Six Months experience with Wedding Wish as an administrative and Relationship Manager from 1st June 2017 to 30th November2017.
* One year experience as a coordinator and computer operator own business in the year of 2016 in Chandigarh.
* Six Months experience with ICICI Prudential Life Insurance as a policy Advisor from 1st July to 1st December 2015.

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| role AND RESPONSIBILITIES:- |

**Administrative role and responsibilities**

* Assist in the preparation of regularly scheduled reports.
* Develop and maintain a filing system.
* Provide general support to visitor.
* Develop administrative staff by providing information, educational opportunities and experimental growth opportunities.
* Ensure operation of equipment by completing preventing maintenance recruitments, calling for repairs, placing and expediting order for supplies, verify receipts of supplies.
* Contribute to team effort by accomplishing related result as needed.
* Carry out administrative duties such as, filing, copying, travel reports, billing reception desk and etc.
* Handle sensitive information in confidential manners.
* Oversee and supervise the work of junior staff.

**team leader role and responsibilities**

* develop a strategy the team will use to reach goal.
* Listen to team member’s feedback.
* Manage the flow of day to day operations.
* Create reports to update the company on the team’s progress.
* Distribute the reports to the appropriate personnel.
* Responsible for guiding a group of employees as they complete a project.
* Responsible for developing and implementing a timeline their team will use to reach its end goal.
* Ensure reach their goals are by delegating tasks to their members, including them.

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| Personality Profile:- |

* Motivational skills
* Confidence
* Creative thinking skills
* Listening skills
* Decision making skills

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| Hobbies and Interests:- |

* Listening to music
* Internet surfing
* Social service

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| strength:- |

* A good team player with Leadership Qualities.
* Punctual, able to adapt in new Environment.
* Carry a Result-oriented approach.
* Accepts challenge.
* Believes in team work, embody, proactive.

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| Personal Information:- |

* **Name** Dheeraj
* **Gender** Male
* **Father’s Name** Sh.Tilak Raj
* **Mother’s Name** Smt. ReetaDevi
* **Date of Birth** 17th May. 1995
* **Nationality**  Indian
* **Language Proficiency** English, Hindi, Pahadi
* **Marital status** Single

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| Declaration:- |

I do hereby confirm that the information furnished above is true to the best of my knowledge and belief.

Date:

Place**:**

**(DHEERAJ)**