**RESUME**

**AMAN BHATIA**

**Mob. 7404537209,**

**E-mail aman.ssdn786@gmail.com**

**Shri Anandpur Kuttiya,**

**Gali no. 3, Shyam Nagar,**

**Patiala Chowck, Jind–Hayana**

* **CAREER OBJECTIVE**

**To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.**

* **EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ORGANISATION** | **DESIGNATION** | **DURATION** | **WORKS** |
| **Giriraj Distributors** | **Computer & Phone Operator** | **APRIL 2015 TO**  **-TILL DATE** | **Computer Operator,**  **As an Accountant,**  **Phone Operator,**  **Dispatch Incharge,**  **Providing information to Customers,**  **Billing Work, Excel Work, Stock Maintance** |

* **EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE NAME** | **INSTITUTE / UNIVERSITY / BOARD** | **YEAR OF PASSING** | **GARDE / PERCENTAGE** |
| **B.com 2nd year** | **Kurukshetra University, Kurukshetra** | **PURSUING** |  |
| **10+2** | **Govt. Sr. Sec. School, Jind** | **2015** | **70%** |
| **10th** | **S.D. Sr. Sec. School, Jind** | **2013** | **76%** |
| **Computer Course "DCA"** | **Softway Computer, Jind** | **2014** | **84%** |

* **INTERESTS**
* **Computer Works**
* **Clerical Works**
* **Management**
* **STRENGTHS**
* **Hard Working,**
* **Handling Stress,**
* **Problem Solving,**
* **Time Punctuality**
* **PERSONAL PROFILE**

|  |  |
| --- | --- |
| **Date of Birth** | **25-08-1997** |
| **Father Name** | **Virender Kumar** |
| **Marital Status** | **Unmarried** |
| **Nationality** | **Nationality** |
| **Languages Known** | **English, Hindi and Punjabi** |

**Hereby I Declare, all the above mentioned statements are true and real to the best of my knowledge. (AMAN)**