

Vivek Gupta

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New Delhi



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OBJECTIVE

An able, keen, skilled, and trustworthy individual seeking a computer technician position. Bringing strong computer skills, and personal attributes including devotion, meeting goals, inventiveness, and the aptitude to follow through.

ACADEMIC DETAILS

Degree/Course	Institution	Year of Passing	Percentage / Grade
BCA	Raj shree tendon open university Allahabad	2011	65%
Intermediate	U. P. Board Allahabad	2006	65%
High school	U. P Board Allahabad	2004	60%

WORK EXPERIENCE

Organization	Designation	Duration
Worked at D.S.T.O Office in computer operator in 1 years.	Computer operator	Dec 2019 - May 2020
Worked at Globus store as a (Sales Associate)	For 2 years	Apr 2017 - Feb 2019

Role

- Back office

SKILLS

- Good communication and Inter-personal skills.
- Excellent in logic and detail skills.
- Proficient in using the operating systems.
- Marketing research & Analysis.
- Ability to perform analytical work.

ACHIEVEMENTS

- Certified computer Associate CCA in 2009 for 6 months

CURRICULAR ACTIVITIES

- Certificate for participating in many General knowledge competitions.
- Have been an active member of organizing committee of fests in college.

STRENGTH

- Highly motivated to work as a team.
- Strategize & implement ways to achieve targets.
- Individual team player working as a part of team.
- Certificate for participating in many general knowledge competitions.

HOBBIES

- Listening music
- Playing chess

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : New Delhi


(Vivek Gupta)