CURRICULUM VITAE

DEEPAK GAUTAM

Add- Plot no.-6 Mauja hora banger
Naramau Kanpur
Pin code- 209217
Curr. Add- Sec.-59 Noida
Contact no - 8076874263
E-mail - masterdeepak679@gmail.com

CAREER OBJECTIVE

- To join a professionally managed and performance-oriented group and to continuously improve my knowledge and working skills.

EDUCATION QUALIFICATION

- 10th from U.P. Board in 2010.
- 12th from U.P. Board in 2012.
- B.com from Kanpur University in 2016

WORK EXPERIENCE

- 2.6 Years Experience in Microtek International Pvt ltd in Ghaziabad as Branch Service In-Charge
- 1 Year Experience in Cervo Led Lights as Back-office Executive

SKILLS

- Office administration & Coordination
- Documentation & Paperwork
- Attendance & MIS Record Management
- Customer Support / Call Handling
- MS Word, Excel, Email Handling
- Billing / Basic Accounts Support
- Team Coordination

Computer Knowledge

- MS Word, MS Excel, MS PowerPoint
- Email & Internet
- Tally (Basic Knowledge)

STRENGTH

- Hard working.
- Positive Attitude.
- Ability to work under pressure.

HOBBIES

- Listening music
- Travelling

PERSONAL DETAILS

- Name :- Deepak Gautam
- Date of birth :- 08-06-1996
- Father Name :- Mr. Rajesh Kumar
- Sex :- Male
- Marital status :- Married
- Nationality :- Indian
- Language known :- Hindi & English.

DECLARATION

- I hereby declare that the information mention above true to my knowledge.

Place :-

Date :- (**DEEPAK GAUTAM**)