

CURRICULAM VITAE

Applied for the Post: - Data Entry Operator

Name: - Sandeep

Contact no. +91 88603 81576

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Career Objective

Being given to understand that there are some vacancies for the above kind control. I hereby gave My Candidature for the same. My Curriculum Vitae and Other Particulars Are as Under for your kind Consideration.

Personal Details

Name : Sandeep
Father Name : Gourkh
Mother Name : Ramawati
Date of Birth : 12.08.1996
Nationality : Indian
Marital Status : Unmarried
Language Known : Hindi, English, Urdu

EDUCATION QUALIFICATION

Exam pass	Board	Division	Session
10 th	H.B.S.C	1 st	2012
12 th	H.B.S.C.	2 nd	2014

PASSPORT DETAILS

Passport No.	Date of issue	Date of expiry	Place of issue	Passport type
U 3133129	04.05.2020	03.05.2030	Patna	ECNR

JOB RESPONSIBILITY

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

TOTAL WORK EXPERIENCE

Company Name	Position	Period
V-mart Retail Ltd.	Data entry operator	20.03.2017 to 25.06.2019
Taj Stores	Data entry operator	10.10.2019 to 12.12.2021

PERMANENT ADDRESS

Add: - Sultanpur

Post: - Andar

Ps: - Siwan

Pin 841231 (BIHAR) INDIA

I hereby declare that all the statement made in this curriculum vitae is true to the best of my knowledge and belief.

DATE:

PLACE:

(SANDEEP)



V-Mart Retail Ltd.

**No. D 3, Block 1, 2, Central Market,
Lajpat Nagar, New Delhi, Delhi 110024**

www.stores.vmart.co.in

Date 25.06.2019

TO WHOM IT MAY CONCERN

This is to certify that 'MR. SANDEEP S/ o. Gourakh' has worked in this organization as a 'Data Entry Operator' from 20.03.2017 to 25.06.2019

During the service he has executed his duties and responsibilities with dedication and loyalty. He bears good moral character and behavior. This certificate has been issued on his own request for his better prospects.

We wish him all the success in his future

For V-Mart Retail Ltd.

Authorized Signatory





(Old # 425A/1) New # 50,
Kilapauk Garden Road
Kilapauk Chennai- 600 010
S : 6450014 (R) 6442819

TAJ STORES

DEPARTMENTAL STORE FOR

VARITY AND QUALITY

Provisions
Stationery
Fancy Articles
Plastic Wares
Soft Drinks

Date: 12.12.2021

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **MR. SANDEEP** was employed in our store as “**DATA ENTRY OPERATOR**” from 10.10.2019 to 12.12.2021.

He was in charge of the store as well as day to day operational activities consisting of Sales, Customer care and supervising the sales personnel.

During his tenure with us, he was sincere and dedicated. He left the services on his own accord. We wish him **all** the very best.



क्रमांक Serial No. AO- 028351

नामांकन संख्या Enrolment No. 10-8-FA-816-0055
अनुक्रमांक Roll No. 3213566681



Sandeep

हरियाणा विद्यालय शिक्षा बोर्ड
Board of School Education Haryana
ISO 9001:2008 CERTIFIED



वरिष्ठ माध्यमिक प्रमाणन परीक्षा
SENIOR SECONDARY CERTIFICATE EXAMINATION

अंकतालिका सहित योग्यता प्रमाण-पत्र Certificate of Qualification with Mark Sheet

प्रमाणित किया जाता है कि This is to certify that
पुत्र/पुत्री Son/Daughter of श्री/श्री.

श्री/श्री. and पुत्र/पुत्री Son
ने has appeared from

SANDEEP
GOURKH
RAMAWATI

NATIONAL SR SEC SCHOOL SEC-23 FARIDABAD NIT

से वर्ष in the year

MARCH - 2014

परीक्षा में योग्यता प्राप्त (यदि योग्यता घोषित की गई है) योग्यता प्राप्त की है and has been declared qualified with subject-wise grades & with Grade Point Average mentioned below

में आयोजित वरिष्ठ माध्यमिक प्रमाणन परीक्षा में प्रविष्ट होकर निम्नलिखित विषयों में

क्रमांक Sr No.	विषय Subject	प्राप्तांक Marks Obtained			
		लिखित(बाह्य) Theory(Ext.)	सतत एवं व्यवहार गुणांकन CCE	प्रायोगिक Practical	योग Total
1.	ENGLISH CORE	65	18		083
2.	HINDI CORE	53	19		072
3.	MATHEMATICS	37	18		055
4.	PHYSICS	24	17	15	056
5.	CHEMISTRY	27	18	19	064

क्रमांक Sr No.	विषय Subject	प्राप्तांक Marks Obtained			
		लिखित(बाह्य) Theory(Ext.)	सतत एवं व्यवहार गुणांकन CCE	प्रायोगिक Practical	योग Total
1.	ENGLISH CORE	38	18		056
2.	HINDI CORE	46	19		065
3.	MATHEMATICS	58	18		076
4.	PHYSICS	20	18	15	053
5.	CHEMISTRY	42	19	19	080

क्रमांक Sr No.	विषय Subject	परिणाम Result				
		प्रथम से. भारण 1st Sem Weightage 50%	द्वितीय से. भारण 2nd Sem Weightage 50%	कुल योग Aggregate	ग्रेड Grade	ग्रेड प्वाइंट Grade Point
1.	ENGLISH CORE	42	28	070	B+	07
2.	HINDI CORE	36	33	069	B	06
3.	MATHEMATICS	28	38	066	B+	07
4.	PHYSICS	28	27	055	C	03
5.	CHEMISTRY	32	40	072	B+	07

सामान्य ज्ञान एवं जीवन कौशल ग्रेड General Awareness & Life Skills Grade:

EXCELLENT

अतिरिक्त गतिविधियाँ ग्रेड Co-Curricular Activities Grade:

A

कुल योग Total Marks: 332/500

ग्रेड प्वाइंट औसत Grade Point Average (GPA): 06.00

दिनांक Date:

JUNE 05, 2014

सचिव SECRETARY

DUP-CER-AG- 003205

नामांकन संख्या Enrolment No.
अनुक्रमांक Roll No.

10-8-FA-816-0055
2211174125



Sandeep

30606/DUP/2014

हरियाणा विद्यालय शिक्षा बोर्ड
Board of School Education Haryana
ISO 9001: 2008 CERTIFIED



DUPLICATE
माध्यमिक परीक्षा SECONDARY EXAMINATION

अकतालिका सहित योग्यता प्रमाण-पत्र Certificate of Qualification with Mark Sheet

प्रमाणित किया जाता है कि This is to certify that
छात्र / छात्रिका Son / Daughter of श्री/श्री
जन्म तिथि Date of Birth
संकेतित छात्र/छात्रिका नाम The mentioned student/student has been declared qualified with
विषय-विशेष (Subject-wise) mentioned below

SANDEEP
GOURKH

सन्दीप

गौरख

रमावती

रमावती

(12/08/96)

TWELFTH AUGUST NINETEEN HUNDRED NINETY SIX

MARCH 2012

HOLY CHILDREN PUBLIC SCHOOL BHIKAM COLONY, BALLABGARH (FARIDABAD)

From

क्रमांक Sr. No.	विषय Subject	प्राप्त की गई Mark Obtained			
		लिखित (बाह्य) Theory (Ext.)	सतत एवं आंतरिक प्रदर्शन CCE	प्रायोगिक Practical	योग Total
1	HINDI	65	18		083
2	ENGLISH	59	18		077
3	MATHEMATICS	49	17		066
4	SOCIAL SCIENCE	71	17		088
5	SCIENCE & TECHNOLOGY	28	17	19	064
6	HEALTH & PH. EDUCATION	51	16	19	086

क्रमांक Sr. No.	विषय Subject	प्राप्त की गई Mark Obtained			
		लिखित (बाह्य) Theory (Ext.)	सतत एवं आंतरिक प्रदर्शन CCE	प्रायोगिक Practical	योग Total
1	HINDI	64	19		080
2	ENGLISH	50	19		069
3	MATHEMATICS	40	19		059
4	SOCIAL SCIENCE	43	19		062
5	SCIENCE & TECHNOLOGY	40	19	19	078
6	HEALTH & PH. EDUCATION	42	18	19	079

क्रमांक Sr. No.	विषय Subject	परिणाम Result				
		प्रथम से बाधा 1st Sem. Weightage 50%	द्वितीय से बाधा 2nd Sem. Weightage 50%	कुल योग Aggregate	ग्रेड Grade	ग्रेड प्वाइंट Grade Point
1	HINDI	42	40	082	A	08
2	ENGLISH	39	35	074	B+	07
3	MATHEMATICS	33	30	063	B	06
4	SOCIAL SCIENCE	44	31	075	B+	07
5	SCIENCE & TECHNOLOGY	32	39	071	B	06
6	HEALTH & PH. EDUCATION	43	40	083	B+	07

EQUIVALENT PERCENTAGE = GPA X 10

सामान्य जागरूकता एवं जीवन कौशल (सीसी) General Awareness & Life Skills Grade: XXX

अतिरिक्त गतिविधियाँ (सीसी) Co-Curricular Activities Grade: XXX

ग्रेड प्वाइंट औसत (GPA):

07.00

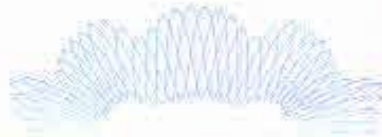
कुल योग Total Marks: 385

दिनांक/Date: 07/07/14

हस्ताक्षर/Signature:

SECRETARY (Certificate)

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U3133129

पिता / कानूनी उत्तरिभाषक का नाम / Name of Father / Legal Guardian

GOURKH

माता का नाम / Name of Mother

RAMAWATI

शुद्धि का पानी का नाम / Name of Spouse

पता / Address

VILL - SULTANPUR

PO & PS - ANDAR, SIWAN

PIN: 841231, BIHAR, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाइल नं. / File No.

PA27C4016685420



