



## ANUJ SHARMA

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9625424406

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### About Me

I am seeking to work in a competitive environment where I can enhance my skills, knowledge & experience in favors of company and find the optimum value of my hard work and potential.

### Education

- **BA from Delhi University**
- **10+2 from CBSE**
- **10 from CBSE**

### Professional Qualifications

- **Diploma in French Language** from BHARATIYA VIDYA BHAVAN in 2019.
- **Advance Diploma in French Language** from VEDHASHA GLOBAL LANGUAGE ACADEMY in 2020.

### Skills

- MS-Office (Word, Excel, Power Point, Access)
- Typist – English: 35 wpm.

### Languages

- Hindi
- English
- French
- Punjabi

### Work Experience

1<sup>st</sup> May 2014 – till now

#### Data Entry Operator

E-Smart System Ltd.

Patparganj Indus., Delhi

**Work:** Data Entry Operator and Public Dealing cum Back Office Work.

### Computer Proficiency

- Word 2013
- Excel 2013
- Power Point 2013
- Access 2013

## Personal Details

Father's Name:	Sh. Prem Kumar Sharma	Marital Status:	Married
Birthday:	June 28, 1991	Nationality:	Indian
Gender:	Male	Religion:	Hindu
Hobbies:	Learning different languages and Reading Mythology Books.		

## Declaration

I, Anuj Sharma, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date : .....

Place : Delhi

Anuj Sharma