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| Ritesh Bhandari  |
| Shakti Foundation, RamapuramChennai-600089E-mail Id: ritesh89bhandari@gmail.comMobile No. : +91 7358675710 |

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**Brief Summary:**

* Self motivated, result oriented professional with 2 years of experience as Content Writer and Translator.
* Ability to take up challenges and perform in changing work environment with an eye for attention to detail.
* Exposure and valuable experience (as key member of the team) on checks and making all accounting transactions.

**WORK EXPERIENCE**

* Worked as a freelancer content writer form English to Hindi,
* Working in translating Assignments also like English to Hindi.
* Working in Data Entry, Excel and Word, copy paste work.

**EDUCATIONAL QUALIFICATION**

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| **EXAMINATION** | **INSTITUTE** | **YEAR** | **RESULT (%)** |
| B. Tech(CSE) | Rajasthan University | 2012 |  67.2 |
| 12th Board | SKM Senior Secondary School | 2007 |  67.2 |
| 10th Board | Army public School | 2005 |  68.8 |

**COMPUTER PROFICIENCY**

* Excellent working knowledge of MS Office products i.e. Excel, Word, PowerPoint.
* Exposure of working in SAP.
* Having Typing Speed 33 WPM with 100% Accuracy.

**EXTRA CURRICULAR ACTIVITIES & ACHIEVMENTS**

* Self driven with the ability to work within a team.
* Strong communication skills with ability to communicate complex ideas in a simple manner to multiple business partners.
* Actively participate in organizing fun events for team.
* Listening music, surfing and travelling.
* Love to sketch in free time.

**PERSONAL DOSSIER**

* Date of Birth : 18thNov, 1989
* Linguistics : English & Hindi
* Permanent Address : Haldwani, Nainital, Uttarakhand(263139)
* Hobbies : Reading, Playing football