

RESUME

Markas

S/o Karnail
Distt. Gurdaspur
Punjab: 143521
Mobile: - 8950202246
Email: markaskhokhar123@gmail.com

CAREER OBJECTIVE:

- To work in challenging atmosphere rise with the company maintain of high spirit to add value to my personal skills & to use them to enhance my professional career.

EDUCATIONAL QUALIFICATION:

- 10th passed from Guru Nanak Dev Board of School Education Punjab 2012.
- 12th passed from Guru Nanak Dev Board of School Education Punjab 2014.
- B.A passed from LP University Punjab 2022.
- Presently studying in M.B.A from LP University in online mode.

TECHNICAL QUALIFICATION:

- 2 Years Refrigeration and Air Conditioning Course from SAI MAA ITI Gurdaspur 2019.
- Three Months Basic Computer Course from DDU GKY 2021.

WORKING EXPERIENCE:

- Presently work with **Filpkart Pvt. Limited** in Jamalpur Gurgaon Haryana as a **Data Entry Operator from December 2021 to till now.**

EXPERIENCE /DETAILS OF WORK IN RELATED FIELD:

- Data Handling.
- Registration work operating.
- Call Handling.
- Customer Care and handling.

- Emailing, Scanning, pdf file creating works, Photo copy, file e etc.
- Page settings works.
- Expert Creating all type format in word ,excel sheet.
- Time table management.

STRENGTH AND ABILITY:

- ❖ Self Motivated
- ❖ Punctual & Hardworking.
- ❖ Always willing to learn more and more as well as to do some exciting work.

HOBBIES:

- ❖ Listening Music.
- ❖ Playing Cricket.

PERSONAL DETAILS:

Name	:	Markas
Father's Name	:	Sh. Karnail
Permanent Address	:	Village- Salimpur Araian Post Office- Hayat Nagar Distt- Gurdaspur (Punjab) Pin- 143521
Date of Birth	.	10-04-1996
Marital Status	:	Unmarried.
Language Known	:	English, Punjabi and Hindi
Nationality	:	Indian.

Date:-

Place:-

(Markas)