

## HEMENDER SINGH JADON

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### OBJECTIVES

- TO GIVE MY LEVEL BEST TO THE INSTITUTION I WORKED WITH.
- TO WORK WITH THE ORGANIZATION THAT PROVIDES A FRIENDLY ENVIRONMENT WITH GOOD CAREER OPPORTUNITIES.
- MY OBJECTIVE IS TO LEARN ALL THE ASPECTS OF MY JOB IN AN ORGANIZATION.

### EDUCATIONAL QUALIFICATIONS

PARTICULARS	BOARD/UNIVERSITY	SUBJECTS	PASSING YEAR	PERCENTAGE (%)
CLASS 10 <sup>TH</sup>	CBSE (KVS)	MATHS, SCIENCE, SST, ENGLISH AND SANSKRIT	2011	90
CLASS 12 <sup>TH</sup>	CBSE (KVS)	PHYSICS, CHEMISTRY, MATHS, COMPUTER SCIENCE AND ENGLISH	2013	79
GRADUATION	UNIVERSITY OF DELHI (PGDAV COLLEGE-REGULAR)	BACHELOR OF ARTS (WITH MATHEMATICS SPECIALIZATION)	2017	63
POST GRADUATION	NMIMS (MUMBAI)	MBA(Accounting AND FINANCE)	PURSUING	

### SKILLS

- GOOD COMMUNICATION SKILLS (BOTH ENGLISH AND HINDI)
- GOOD KNOWLEDGE OF COMPUTER
- WORKING KNOWLEDGE OF MS WORD, MS EXCEL AND MS POWERPOINT PRESENTATION
- BASIC KNOWLEDGE OF TALLY (BUT NEVER WORKED ON IT)
- DILIGENT PERSON

### EXPERIENCE

6 MONTHS WORK EXPERIENCE IN A LOCALLY ESTABLISHED ORGANIZATION (HARYANA FRESH) AS A DATA ENTRY OPERATOR. (JOB TERMINATED AT THE TIME OF COVID-19 PANDEMIC)

### OTHER INFORMATIONS

FATHER'S NAME: Mr. SUMER SINGH JADON

DATE OF BIRTH: 17<sup>TH</sup> OCTOBER 1995

GENDER: MALE

RELIGION: HINDUISM