

Resume



Dinesh

Male, 23 | Hindi, English & German | 72066-51700 | Mail- dineshverma720@gmail.com

Objective

Hard working individual with proven organizational skills and professionalism seeking to apply my abilities to enhance myself and to contribute to the work force.

Educational Qualifications

Class	Board/University	Year	Name of Institution	Marks/Percentage
10th	BSEH	2013	Ideal High School	74.40%
12th	BSEH	2016	Janta Sr. Sec. School	71%
German Language Diploma	Shri Vishwakarma Skill University Palwal	2019	Shri Vishwakarma Skill University Palwal	Pursuing

Skills Profile

Core Skills

- Quick Learner
- Time keeping and punctuality
- Ability to work under pressure

Technical Skills

- Software known: Ms word, Ms Power Point, Ms Excel

Generic Skills

- Flexibility
- Teamwork
- Creative Approach

Internships/Work experience

Daksh Concentrix Pvt. Ltd.	On the Job Training (Done)	Duration: 25 th August, 2020 to 24 th August , 2021
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Project

- Customer Interaction



Responsibility	• Dealing with customer for solving their issues • Listening their queries and provide them with appropriate solution.
Achievements	• Customer Satisfaction • Meeting the desired target
Positions of Responsibility	
Representative, Operations	• Honesty in Work and as a company representative.
Interests	• Reading Newspaper and Novels • Listening Music • Playing Board Games like Chess, Carom Board
Personal Details	Father's name: Dheeraj Kumar
	Mother's name: Manju Devi
	DOB: 03/07/1998
Contact Address	#1477, Vpo Dhamtan Sahib Teh. Narwana, Distt Jind, Haryana Pin 126116