

SAGAR

Address : House no.358, Block no.6, Near Kendriya Vidyalaya Khichri Pur, East Delhi, Delhi - 110091

Email : ksagar53352@gmail.com

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Contact No : 9990107643

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To work in organization where I shall dedicated my abilities for training and the best resulting in simultaneous growth and expansion of organization and personal.

EXPERIENCE

COGITO

Data Entry Operator (November 2020 to April 2021)

6 Months Experience SV Process as a Data Entry Operator in COGITO
A-83, Udhog Marg, Industrial Area, Sector 2, Noida, U.P. 201301

METROPOLIS HEALTHCARE LTD (April to September in 2021)

Data Entry Operator

6 Months Experience SIS Process as a Data Entry Operator in METROPOLIS HEALTHCARE PVT LTD
E-21, Mohan Industrial Estate, Block B1, Mathura Road, New Delhi, 110044

Apollo Diagnostics (October 2021 to Present)

Multitasker

2 Years 10 Months Experience as a Multitasker (Data Entry Operator, Customer Car Accession Executive) in Apollo Diagnostics, 185 Saini Enclave, Near Karkardooma Metro Station, Delhi-110091

EDUCATION

2014

**Rajkiya Sarvodya Bal Vidyalaya (Raj Bihari Bose) Kalyan Vas,
Delhi-110091**

10TH PASSED (CBSE BOARD)

2016

Patrachar Vidyalaya, Shalimar Bagh, Delhi-110088

12TH PASSED (CBSE BOARD)

2019

Graduate (Bachelor of Arts)

University of Delhi

SKILLS

- MS Word, MS Excel, MS Power Point
- Tally, D.T.P, Photoshop, CorelDRAW, Dreamweaver
- QUITE GOOD TYPING SPEED
- SPEAK WELL IN ENGLISH
- Leadership

FRONTEND LANGUAGES

- HTML 4,5, CSS 3, Bootstrap 3,4,5
- Learning JavaScript, React JS, jQuery

PERSONAL DETAILS

Father Name : Sh. Rajeev
Mother Name : Smt. Chanda
Date of Birth : 29.08.1996
Language Known : Hindi & English
Nationality : Bharatiya
Religion : Hindu

DECLARATION :

I here by declared that all the above details mentioned are in accordance with truth and fact as per my knowledge And I hold the responsibility for correctness of the above mentioned details.

THANKYOU

PLACE :
DATE :

SIGNATURE
(SAGAR)