

## **LAKSHAY**

Email:Kumar.lakshay9873@gmail.com

Phn. No.:9873015651



To be an expert in the practical field through commitment, perseverance and Continuous Improvement.

### **EDUCATIONAL AND PROFESSIONAL CREDENTAILS :**

- PERSUING B.A.
- CLASS 12<sup>th</sup>
- CLASS 10<sup>TH</sup>

### **KEY SKILLS:**

- Excellent communication skill.
- Excellent command over comprehension.

### **STRENGTHS:**

- Enthusiastic and hardworking.
- Possess positive attitude.
- Responsible towards work.
- Self-motivated and directed.

### **Technical Skills:**

<b>Operating System</b>	Windows 8, XP Professional, window 7, Windows 10
<b>Package</b>	MS Office 2003, 2007, 2013
<b>Typing Speed</b>	25 to 30 WPM
<b>Internet Tool</b>	Net Surfing, Mailing, Web Browsing, Uploading, Downloading and all application.

### **Personal Detail**

DOB: 29-08-2002

Language known:

English, Hindi.

Permanent add.:

V.P.O Bhondsi

Dist. Gurugram

122102

### **BASIC INFORMATION:**

- **Father's Name** : BUDH PRAKASH
- **Gender** : Male
- **Married Status** : Married
- **Nationality** : Indian.

**EXPERIENCE:**

- Worked in Orange Lab, Gurugram as a Senior Executive for 3 Years.
- Worked in Curelo health, Gurugram Admin Executive (Handling PPMC Operation) for 06 Months.

**DECLARATION:**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date:

Place:

(LAKSHAY)