

Curriculum vitae

Sandeep Ghildiyal

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Career Objective

My deep desire and main objective is to enhance my knowledge and skill to keep updated with the latest changing trend and technology prevalent in the market thus have a progressive growth for myself and also be an asset to the organization where I work .

Professional qualification

Advance excel
DAFA (Diploma in Advance financial account)

Professional experience as date on (Nov, 2019) to (Feb, 2024)

Worked in University Grants Commission, New Delhi

- Data Entry clerk also maintain account information.
- Assisted with developing data entry processes.
- Sorted document and maintained organized filing process.
- Compared transcribed data with source document to detect and correct errors.
- Updated and maintained customer information, document and records.

Education Qualification

Degree	Year	Board Institute
10 th	2015	U.K Board
12 th	2017	U.K Board
B.A	2021	University of Delhi

Personal Details

Name:	Sandeep Ghildiyal
Father Name:	late Sh. Satish Chandra
Date of birth:	18-06-2000
Gender:	Male
Nationality:	Indian
Religion:	Hindu
Marital status:	Unmarried
Mobile:	9643698462
E-mail:	sandeepghildiyal2000@gmail.com
Languages known:	Hindi, English & Garhwali

Sandeep

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