**CURRICULAM VITAE**

**RAJNEESH BHATNAGAR**

**S/o, Inder Mohan Lal Bhatnagar**

**Address: A-11/45, Sector – 18, Rohini**

**Delhi-110089**

**Date of Birth: 2, April, 1976**

**Email id:** **rajnish.bhatnagar77@gmail.com**

**OBJECTIVE:**

**I am confident in dynamic organization where I would utilize my skills and abilities on Computer Departments that I offers professional growth while being resourceful, innovative & flexible.**

**PROFESSIONAL QUALIFICATION:**

**⬧1996-1998**

**Passed Two Years Advance PG Diploma in Software Engineering with Distinction from K.C.C. under D.O.E.A.C.C. (Govt of India) Delhi.**

**⬧Passed Six Months Diploma in Computer Programming with First Division from K.C.C. under D.O.E.A.C.C. (Govt of India) Delhi. (Scholarship Holders).**

**⬧2001**

 **Two Months Certificate in Office Management with 1st Division from Datex Institute Delhi covering on MS-word, Excel, Internet & email etc.**

**· Done M.C.A. ( Result awaited)**

**ACADEMIC QULIFICATIONS:**

**· 2002**

**· Graduation from Delhi University.**

 **Experience:**

**· One Year work experience in N.T.P.C. as an “ Sr Assistant”.**

**· Two Years work experience in export house as a “Documentation Incharge ”.**

**· Four Years’ work experience in Commonwealth Games 2010 as a “Manager”.**

**· Two Years work experience in word school as a “Data Entry Operator”.**

**· One Year work experience in export house as a “ Office Manager”**

**PERSONAL DETAILS:**

**I am hardworking, sincere, reliable & progressive person.**

**Typing Speed:**

**English: 45 w.p.m.**

**Hindi : 25 w.p.m.**

 **Signature**

 **Rajneesh Bhatnagar**