

# MAYANK

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Mailing Address  
Kalanaur, Pin Code:124113

To continuously enhance my knowledge, skills & experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability

## EDUCATION

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<b>B.com</b>	Maharshi Dayanand University	2019-2022
<b>12<sup>th</sup></b>	Haryana Board of School Education	2018-2019
<b>10<sup>th</sup></b>	Haryana Board of School Education	2016-2017

## EXPERIENCE

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Fresher  
Passionate individual with great interpersonal and communication skills.

## LANGUAGES

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**Hindi:** Native Language

**English:** Reading, Writing, Speaking

## COMPUTER SKILLS

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Basic Computer knowledge

- MS Word
- MS Excel
- MS Power Point

Accounting Software

- Tally Software
- Busy Software

## OTHER SKILLS

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- Email Marketing
- Social Media Marketing

- Project Management
- Interpersonal Communication Skills
- Quick Learner
- Hard working

### **HOBBIES**

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- Reading Books
- Reading Newspaper
- Listening Music

### **PERSONAL INFORMATION**

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Father's Name: Mr. Sanjay Kumar

Date of Birth: 23/07/2002

Marital Status: Un- Married

Nationality: Indian

Religion: Hindu

### **DECLARATION**

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I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**(MAYANK)**