**RESUME**

**PERSONAL INFORMATION**

* Name: Pardeep Kumar
* Father Name: Vijay Kumar
* Address: Village Bassi Mudda, P.O. Baghpur, Distt: Hoshiarpur, 146001 Punjab (INDIA)
* D.O.B: 06/03/2001
* Mobile No: 7380145065
* Sex: Male
* Marital Status: Unmarried

**EDUCATION**

* 10th Class Passed from PSEB in 2016
* 12th Class Passed from PSEB in 2019
* Diploma in Computer Application.
* BCA from PTU (Pursuing)

**TECHNICAL SKILLS**

* MS-Word, MS-Excel, MS-PowerPoint.
* Data Entry, Receptionist Work.
* Accounts, GST, Tally and other Financial Statements.
* Knowledge of Computer Internet.

**DECLARATION**

I hereby declare that all the above said information is correct and true to the best my knowledge and my belief.

**Date…. Signature**