

# Curriculum Vitae

**Name** – Ravi Saini

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## Objective

- ✓ Looking for an entry into an organization with challenging and competitive environment where I can use knowledge base as well as personal attributes to achieve the organization goal.

## Education

Course	Specialization	Institute	Board/University	%age	Year
B.Com	COMMERCE	R. K.(PG)COLLEGE,SHAMLI	CCS UNIVERSITY	55.85	2015
XII	COMMERCE	HINDU INTER COLLEGE , KANDHLA	UP BOARD	61.02	2012
X	GERENAL	HINDU INTER COLLEGE , KANDHLA	UP BOARD	59.05	2010

## COMPUTER KNOWLEDGE

**Operating Environment** : Windows 95/98, Windows 2000(Professional)  
Windows 7, 8 and XP, MS. Dos 6.22

**Office Automation Tool** : MS. Office (MS. Word, MS. Excel,  
MS. Power Point, MS. Access)  
Tally 5.4 Tally 6.3, Tally7.2, Tally9.0,Tally ERP 9.

**Internet** : Well versed with Internet

## Skills and Accomplishments

- ✓ Believe in teamwork.
- ✓ Seek challenges to perform.
- ✓ Always run behind excellence.

## Interest & Activities.

- ✓ Active participant in school cultural activities.
- ✓ Headed the cultured committee of the college.
- ✓ Organized many event like fresher party and Fest in college.

## Personal Details

**Name** : Ravi Saini

**Father's Name** : Kaliram saini

**Date of Birth** : 15-06-1994

**Language aknown** : English, Hindi

**Strengths** : I believe in hard working, honesty and responsible towards my job and I am quick learner and a sincere person. I am physically strong and good team player. I always try to put up my best efforts to get the thing done and achieve the results.

**Permanent Address** : Town + Post – Kandhla  
**Distt – Shamli (U.P)**  
**Pin Code-247775**

## Declaration

I hereby declares that above information is correct to the best of my knowledge & belief.

**Date** :

**Name & Signature**

**Place** :