

CURRICULUM VITAE

SANJU TEOTIA

Present Address:-

H.No.03, Vpo- Baral,
Station Ki Mandhiya, 245408,
Distt. : Bulandshahar. UP

Mob. No: - 8630733012

Email Id.:- snjsanju15@gmail.com

CAREER OBJECTIVES

- Looking for Excellent Growth and Prospects to the Betterment of the Organization.

ACADEMIC QUALIFICATION

- 10th passed from UP Board in 2007.
- 12th passed from UP Board in 2009.
- B.Com passed from Monad University in 2014

COMPUTER LITERACY

- One year diploma in Computer Software.
- Ms Office (Ms Word, Excel, Power point)
- D.T.P. (Photoshop, Page Maker, Corel Draw)
- Tally (4.5, 5.4, 6.3, 7.2, 8.1 & 9.0)
- Typing Hindi & English
- CCC Govt. Certificate approved by (DOEACC)

EXPERIENCE

- Two Year experience as a Account Executive & Computer Operator in **Nuwan Singh Kulshekhra (A Media House)** Gurgaon (H R).
- Two Year experience as an Account Executive in Medical Darpan (A Media House) at Bulandshar in U.P.
- One Year experience as a Clerk in **Basanti Devi Global School** Deoli Gulaothi, BSR, U.P.
- 2 Year experience as a Junior Accountant in **Lawrence Academy** Gulaothi, BSR, U.P. at May 2014 to March 2016.
- 6.3 Year experience as a Office Executive (Exam Cell) in **Monad University** Hapur, U.P. at April 2016 to July 2022.

- 1 Year experience as an Accountant in **CIMT Degree College** Bulandshahr, U.P. at August 2022 to July 2023.
- Presently working as a Office Executive in **Monad University** Hapur, U.P. at July 2023. (Re-Join).

DESIGNATION

Office Executive

WORKING PROFILE

Professional Excel Work. (V-Lookup, Pivot Table etc.)

Students Marks Entry.

Students Paper Type (Hindi & English).

Write complaint for student & solve the problems.

All exam cell work.

Software & hardware solutions.

Key Skills

Ms Office.

Good speed for English typing 40 words per minute.

Good speed for HINDI typing 40 word per minute.

PERSONAL PROFILE

Father's Name	:	Sh. Nepal Singh
Date of Birth	:	08 th Nov. 1991
Sex	:	Male
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Indian
Permanent address	:	H.No.03, Vpo- Baral, Station KI Mandhiya, 245408
Distt.	:	Bulandshahr. UP
Language Known	:	Hindi & English

Place.....

Date.....

(SANJU TEOTIA)