**Curriculum Vitae**

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| ***MANDHIR***  **E-Mail:** Mandhir.kumar92@gmail.com  **Permanent Address:** M-136, Upper Ground Floor, Mohan Garden, Uttam Nagar, New Delhi-110059  **Contact No:** 9717477917  **Personal Profile:**  **Father’s name :** Late Sh. Jaglal  **Date of Birth :** 01-JAN-1991  **Age :** 24 years  **Nationality :** Indian  **Marital Status :** Single  **Languages Known :**  English, Hindi | **Objective:-**  Looking an establish place in the corporate world by putting sincere efforts to achieve certain goal of life, adopting professional approach in conformity with the organization objective and to achieve higher dimensions of success .  **Educational Qualification:-**  **Graduate : B.A (Programme)** from **Delhi University** in 2013 **10+2** (**C.B.S.E): Passed Intermediate** from **CBSE Board** in 2008**.** **10th** (**C.B.S.E): Passed High School** from **CBSE Board** in 2006.  **Additional Qualification:-**  **Hardware and Networking:** from **Oxford Institute** in 2008  **Computer Knowledge:-**   Basic Fundamentals of Computers and Electronics   * Installation & Configuration of Software & Hardware * Dos, MS Office: (2003-2010) * Computer Assembling and Troubleshooting    Antivirus Overview & Configuration   Installation Operating System: CD/DVD, Flash Drives.   * Concepts of Network, Cabling * Typing Skill: English (40wpm), Hindi (25wpm) * Recovery and Photoshop Software   **Work Experience:-**   6 Months work as a Support Engineer in **PWD** (FEB 2009 – AUG 2009) in Kirti Nagar   * 1 Year6 Month work Support Engineer in **Northern Computers** (JAN 2010 - JUN 2011) in Jankpuri * 1 Year work as a Support Engineer in **PCS Technology** (JULY 2011 – JUNE 2012) in South Ex. * I am currently working in **UGC** (University Grants Commission) As a **Clerical Asst**. on contractual basis from (JUL 2013 to till date)   **DECLARATION:-**  I hereby declare that the above details are true to the best of my knowledge and that I’ll do my best for the good of the organization*.*  **DATE: (Mandhir)** |