

KOUSHIK ARYA

Address: C-1/152 rohini sector 20, Delhi 110086

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Objective

To work in a simulating environment; where I can contribute to the best of my practical and theoretical knowledge, skills and grow professionally where I can satisfy the goal of the organization.

Education

Degree	Institution	Passing Year	From
10 th	Gsbv pooth kalan school delhi 86	2016	C.B.S.E
12 th	Gsbv pooth kalan school delhi 86	2018	C.B.S.E
B.A (VOC) OMSP	College of Vocational Studies	2021	University Of Delhi



Course Name

OMSP

I'm pursuing degree in office management and sectorial practice from college of vocational studies, University of Delhi.

Skills & Abilities

SHORTHAND LANGUAGE

SPEED IN SHORTHAND 70 W.P.M

FULL KNOWLADGE ABOUT SHORTHAND

BACK OFFICE

FRONT OFFICCE

EDITING OF POSTERS AND PICTURES

WEBSITE CREATING

BLOGGING

MS WORD, MS EXCEL, MS POWERPOINT, ADOBE LR

Experience

I'm fresher

I have two year teaching experience



Hobbies

Reading books and novels

Listen music

Cricket

Personal Information

Date of Birth : 24th AUGUST,2000

Gender : MALE

Marital Status : UNMARRIED

Language : HINDI AND ENGLISH

Father's Name : DEVRAJ

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