

Deepak Kumar



Permanent Address:

S/o.Sh.Dev Raj Goyal,
Gali no. 8 Lakhi Colony,
Barnala.
PIN-148101

Phone:

7009305089

E-Mail:

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Personal Details

Mother's name : Smt.Kamlesh Rani
Date of Birth : 11/08/1998
Gender : Male
Nationality : Indian
Religion : Hindu

Skill Highlights

- Computer Knowledge
- Punjabi & English Typing
- Accounts
- Tally ERP 9
- Focus Plus
- E Office
- MS Word, Excel, Powerpoint
- Excellent Communication Skill
- Self Confidence
- Patience

Languages

English
Hindi
Punjabi

Experience

From 09 February, 2021 to till date

Administrative Clerk in University College, Barnala

- Handling all the data regarding Admissions.
- Handling all University Examination Work(Filling Internal and External Marks on university portal)
- Handling college accounts
- Collection of fee from students and deposit fee to university
- All work related to the University and Punjab Govt Dak

Education

- Matriculation with C.B.S.E Board in Session 2013-2014 with 1st Division.
- +2 (Commerce) from P.S.E.B. in Session 2015-2016 with 85% Marks.
- B.Com. from Punjabi University Patiala in Session 2016-2019 with 73% Marks.
- M.Com. from Punjabi University Patiala in Session 2019-2021 with 7.51 CGPS.

Certifications

- Basic Program in Computer Fundamentals

Signature