

 **SATYAM KUMAR**

 **Hindi transcriber**

**ADD:** Near RK Ashram Marg Metro Station New Dehli Pahar Ganj-110055

**Mob** **:** 8864815365

**Email: ID**: satyamkumar770000@gmail.com

**Skype ID:** live:.cid.f5baef8b6e847965

**CAREER OBJECTIVE**

* To a dynamic and challenging career an organization strives for excellence with my knowledge and team effort while making positive contribution to promote the individual oppo rtunity and professional growth.

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.No.** | **CLASS** | **BOARD/UNIVERSITY** | **YEAR** | **DIVISION/PERCENTAGE** |
| 0283682 | High School | U.P.Board Allahabad  | 2015 | (64%)  |

**COMPUTER SKILLS AND EDUCATION**

* Course on Diploma Computer Application & Accounting From Grade B 6 Months Certificate Roll No (17090052)
* Microsoft Excel Certificate Roll No (e1720e610e)
* Microsoft Word Certificate Roll No (726c689cfa)

**Services Offered V irtual Assistant**

* Any Type Of MS Excel Work
* Any Type Of MS Word Work
* hindi transcription
* Data Mining
* Data Collection
* PDF to MS- Excel -MS-Word

 **Language Pairs**

* Hindi & English

**STRENGTH FACTOR**

* Good strength of working with team, Strong ability to work creative & determination.

**PERSONAL PROFILE**

Father Name : Mahendra

Date of Birth : 18/05/1999

Marital status : Unmarried

Gender : Male

Religion : Hindu

Nationality : Indian

**DECLLERATION**

* I do hereby declare that the statements made in this document are true to the best of my knowledge and belief.

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