SUNIL YADAV

Office Assistant

+91 99100 22334 | sunil.yadav@example.com | Lucknow, Uttar Pradesh

SUMMARY

Punctual and organised Class 12 pass with a computer course, looking for a first job as an office assistant or data entry operator.

EDUCATION

Class XII, UP Board 2025
Govt. Inter College, Lucknow, 68%

Diploma in Computer Applications (6 months) 2025
NIELIT accredited centre, Lucknow

EXPERIENCE

Billing Helper (part time) 2023 to 2025
Family shop, Lucknow

- Prepared bills and kept the stock register during festival seasons
- Handled customers politely and kept cash records

SKILLS

- Typing: English and Hindi
- MS Word, MS Excel, email
- Filing and record keeping

LANGUAGES

Hindi, English

PERSONAL DETAILS

Date of birth	:	5 August 2007
Nationality	:	Indian

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

Place: Lucknow **Sunil Yadav**