

# RESUME

## RAVINDRA VERMA

📍 Address: Balaiyo Ki dhani, SurajPura Urf  
Tuntoli, Chaksu, Jaipur, Rajasthan – 303903

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## PROFESSIONAL SUMMARY

Dedicated and hardworking professional with experience in office work, record handling, and customer support. Possessing working knowledge of MS Word, Excel, internet, and email. Capable of performing data entry and office tasks with accuracy and efficiency.

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## EDUCATION

- **Bachelor of Arts** | University of Rajasthan, Jaipur | 2020
- **Higher Secondary Education (12th)** | Central Board of Secondary Education (CBSE) | 2016
- **Secondary Education (10th)** | Central Board of Secondary Education (CBSE) | 2014

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## ADDITIONAL QUALIFICATIONS

- **RSCIT Certification** | VMOU, Kota | 2017
- **ITI – Electrician Trade** | National Trade Certificate (NTC) | NCVT | NSQF Level 5 | July 2023

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## PROFESSIONAL EXPERIENCE

- **Malviya National Institute of Technology** | *Duration: 6 Years 2 Months*
- **Telecaller** | Vkalp Indiamart Process | *Duration: 6 Months*
- **Relationship Manager** | *HDFC Bank* | *Duration: 3 Months*

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## TECHNICAL SKILLS

- Microsoft Office
- Data Entry & Record Management
- Internet & Email Communication
- Record Keeping & Log Maintenance
- Microsoft Office
- Customer Service & Telecalling

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## PERSONAL INFORMATION

- **Father's Name:** Mr. Hanuman Sahai Verma
- **Date of Birth:** 01 April 1997
- **Languages Known:** Hindi and English
- **Marital Status:** Married
- **Nationality:** Indian
- **Hobbies:** Cycling, Listening to music

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## DECLARATION

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

Place: Jaipur  
Date: 10-04-2026

  
(RAVINDRA VERMA)