

# Resume

Name : Dayal Pareya  
Address : Mariyam Toli, Dipugarha  
Hazaribagh, Jharkhand (825301)  
E - Mail ID : dayalpareya4@gmail.com  
Phone No : 8757963323  
Qualification :



Sr No	Degree	Passing Year	Board	Percentage of Marks	Division
1	10 <sup>th</sup>	2014	JAC Ranchi	59.9%	2 <sup>st</sup>
2	Diploma(CSE)	2015-2018	GKU(Punjab)	6.9CGP	1st
3	12 <sup>th</sup> Arts	2021	JAC Ranchi	60%	1st
4	Secretarial Course Holy Cross V.T.I Hazaribag	2023-2024	NIOS (Delhi)	Purchasing	

## Technical Skill

Accountancy, Operating System, Computer Network, Internet and Web Technology

HTML, MS Office, MS-Word, MS-Excel, Tally Erp9, Marg Erp9

English Typing - 33, Hindi Typing - 15

## Work Experience

48 days office work training in Sacred Heart School Hazaribag

Company Name : Space Art & Designing (Hyderabad) Work in Ms-Excel & Ms-word  
: JSW Jindal Steel Ltd (Karnataka) Work in Ms-Excel & Ms-word

## Personal Details:

Fathers Name : Suleman Pareya

Date of Birth : 21/04/1999

Gender : Male

Hobby : Playing volleyball, listening Music & Singing

Language : Hindi, English

Nationality : Indian

**Declaration:** I hereby declare that information provided above is true to the best of my knowledge.

**Date:** / /

*dayal pareya*

