Practice Exercise:- 1 (For Fonts & Formatting)

BIO-DATA

Name	:	Mukesh Kumar
Father's Name	:	Mr. Ram Mohan Gupta
Date of Birth	:	5th June 1992
Nationality	:	Indian
Gender	:	Male
Language Known	:	Hindi & English
Address	:	D-34, Street No. 3 Old Sheema Puri Delhi – 110095
Contact No.	:	9876543210
E-mail ID	:	mukesh67@gmail.com
Educational Qualification	:	10th Pass from CBSE in 2010. 12th Pass from CBSE in 2012. Doing B.A. Ist Year From Delhi Univ.
Professional Qualification	:	One Year Diploma Course in Computer from Guru Drona Institute.
Experience	:	Fresher
Hobbies	:	Playing Cricket & Watching Vedios.

Date:

Place:

(Mukesh Kumar)

Practice Exercise:- 2 (For Fonts & Paragraph)

Resume

AMIT PANDEY

PRESENT ADDRESS:
KC 11, Ganesh Nagar
Shakarpur, (New Delhi)
PIN 110092
Mob.+91-8860661508
e-Mail. amitkumarpandey04@gmail.com

OBJECTIVE:

- I present myself with a strong desire to achieve the organization goal with a bounding self confidence in mind very kind of objection, as a challenge with excellent analytical problem solving communication & interpersonal skills. I look forward a progressive & challenging carrier.
- Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people who will help me to explore myself and realize my potential. Willing to work in a challenging and creative environment to develop my technical skills.

EDUCATIONAL QUALIFICATION:

1. **MATRICULATION**

   H.S.C. from U.P. Board, Allahabad in 2006 with 2nd division.

2. **INTERMEDIATE**

   10+2 (Science) from U.P. Board, Allahabad in 2008 with 1st division.

3. **GRADUATION**

   B. A. Under Mahatma Gandhi Kashi Vidyapeeth, Varanasi. In year 2013 with second division.

4. **DOEACC "O" LEVEL**

   From Excel Micro System, Sambalpur(Odisha)

EXPERIENCES AND ACHIVEMENT:

Working in a NICE Computer Center, Rengali as a teaching faculty, from November 2012 to till now.

COMPUTER SKILLS:

- M.S. Office (Word, Excel, Power Point).
- Operating System (Window XP, Window Vista, Window 7, Dos).
- Computer Language (C,C++,Java,.Net C#).
- DBMS (Visual FoxPro).

PERSONAL DETAILS:

Father's Name	:	A.K Pandey
Gender	:	Male
Date of birth	:	23-april-1991
Marital status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu
Language known	:	Hindi, English
Permanent Address	:	VPO Bansdih, Dist. Ballia State. Utter Pradesh Pin. 277202

DECLARATION:

I do hereby declare that the information provided above is genuine and true to the best of my knowledge, if given an opportunity to work in your organization. I will put my best efforts.

Date:

Place:

(***AMIT KUMAR PANDEY***)

Practice Exercise:- 3 (For Fonts & Paragraph)

C-124/3 Street no-9,West Vinod Nagar
Delhi-110092
E-Mail-deepak_bisht66@yahoo.com
Mob.no-9582437447

DEEPAK KUMAR BISHT

CAREER OBJECTIVE:

- To obtain a challenge and responsible position in a professionally managed organization where in, I can contribute to the successful growth of the organization utilizing my current skills and hard work.

ACADEMIC QUALIFICATION:

- Graduation from **IGNOU** (Bachelor of Tourism Studies).
- Pursuing Master of Tourism Management from **IGNOU.**
- 10+2 form CBSE.

PROFESSIONAL QUALIFICATION:

- Certificate Course Ticketing Reservation from DITTM in Chanakya Puri Delhi

COMPUTER SKILLS:

- D.T.P : Adobe Photoshop5.5& 6,Adobe PageMaker6.5&CorelDraw
- Operating Systems : Window 98 and 2000
- MS-Office : MS-Word, MS-Excel and MS-Power Point
- Internet

JOB EXPERIENCE:

- Fresher

PERSONAL INFORMATION:

Father's Name	:	Mr.Aan Singh Bisht
Date of Birth	:	20th Aug, 1988
Language Known	:	English &Hindi
Marital Status	:	Single
Nationality	:	Indian

Place:
Date:

(Deepak Kumar Bisht)

Practice Exercise:- 4 (For Fonts & Paragraph)

Suraj Malik .
A-83, Nehru Gali, Shiv Mandir Marg,
Mandawali, New Delhi-110092
Contact No. 9999279748.
Email id :surajmalik2008@gmail.com, webdesigner.suraj@gmail.com

Curriculum-Vitae

Objective:

To obtain a position in a reputed organization that utilizes my skills and strategic thinking for career advancement and professional growth in the field of the Website Design and SEO.

Career Summary:

- Creative web designer with 1 years of work experience in designing the website as per current market trend.
- Experience in designing static pages.
- Team player with good listening skills and innovative ideas to make attractive designs.

Skills Set:

- **Designing Software:** Adobe Photoshop 7, CS5, CS6
- **Web Designing:** Adobe Dream Weaver, HTML, XHTML, CSS, FTP
- **Animation Software:** Adobe Flash
- **Operating System:** XP, Windows 2003, Windows 7

Employers:

- Working with Calipus Software Pvt. Ltd. as Web Designer Since Jan-2013 - Till Date
- Worked with Icreon Communication Pvt Ltd. as SEO Executive from July-08 – Jan-2011

Academic Qualifications:

Year	Institute	Examination	Percentage
2010	**JIWAJI UNIVERSITY**. GWALIOR	B.A.	65%
2007	**N.I.O.S.** DELHI	10+2	55%
2005	**N.I.O.S.** DELHI	10th	48%

Projects:

Have worked on following projects during my tenure:-

- www.calipus.com
- www.greenlandjourney.com
- www.projectionscreenhub.in
- www.weddings9.com
- www.bluehousephoto.com

Interests and Activities:

- Create new themes and design of Websites with Designing Tools.

Personal Details

Hobbies	**:** Making New Designs & Surfing Internet
Language Know	**:** English & Hindi
Date of Birth	**:** 13th Nov 1980
Nationality.	**:** Indian
Marital Status	**:** Married

Date:
Place:

Suraj Malik

Practice Exercise:- 5 (For Tables)

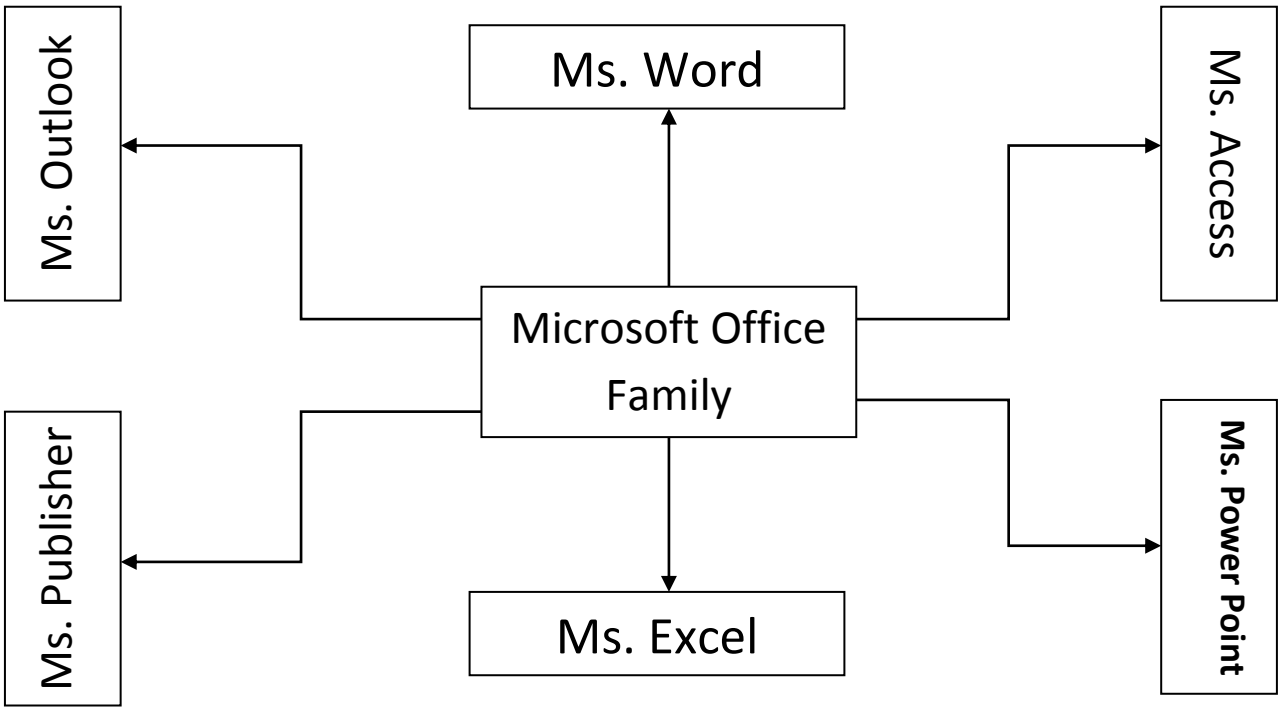
Table 1

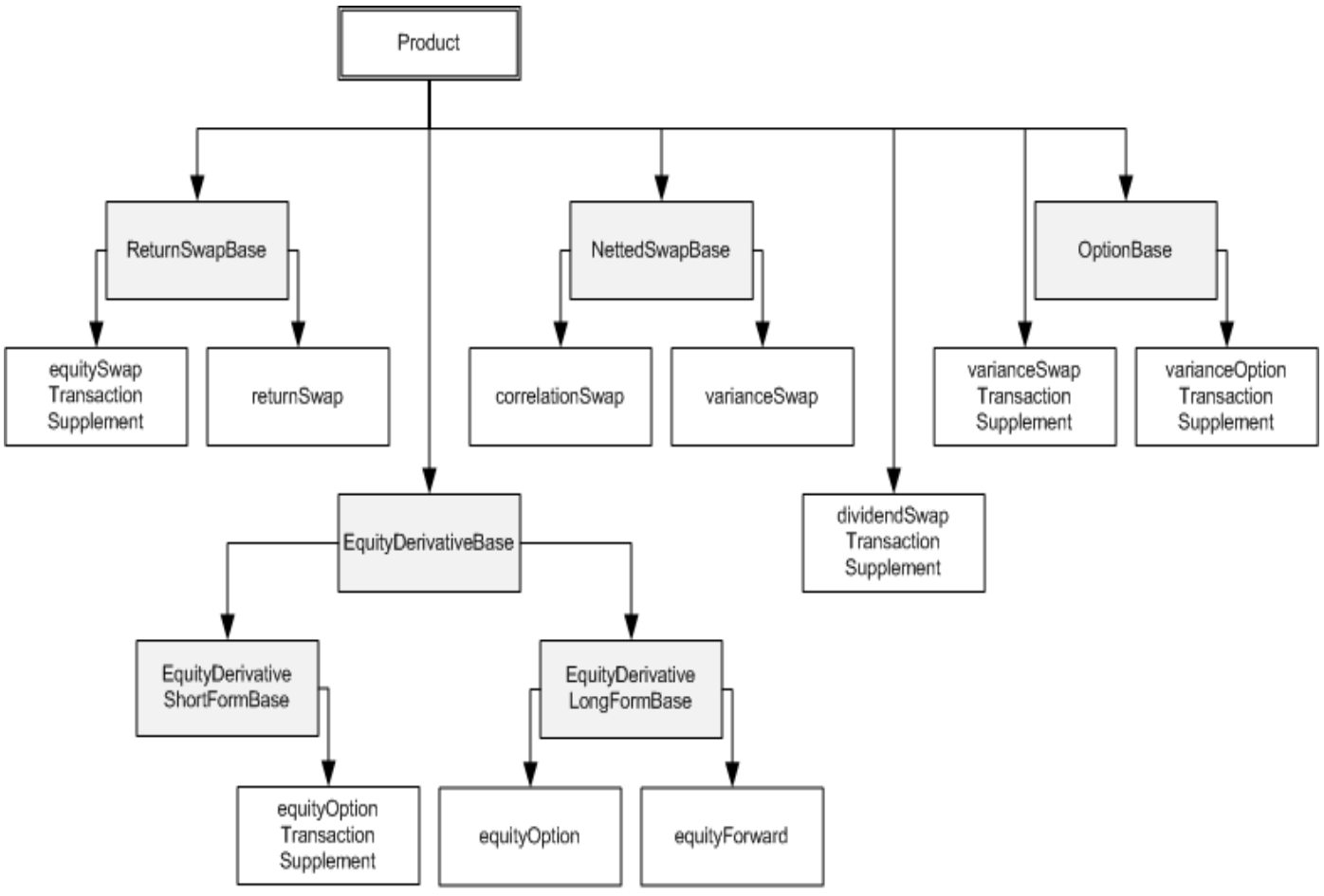
Sl. No	Name	Address	City	Phone	Mobile	E-mail
1.	Anil Kumar	D-34,Dilshad Colony	Delhi	22477388	9810458720	anil@gmai.com
2.	Rahul	S-34, Raj Nagar	Kolkatta	54218796	1254789631	rahul@yahoo.com
3.	Mohan	G-45, Indira Colony	Mumbai	25413698	8542178962	Mohan@hotmail.com
4.	Rohan	H-345, Naini Park	Chennai	25416378	9854785965	Rohan@rediff.com
5.	Sunita	K-345, Indra Colony	Lucknow	25416378	5487485965	sunita@gmail.com
6.	Babita	F-34, Rani Bagh	Rampur	78542136	9685471236	babita@gmail.com
7.	Anita	H.no.345, Ram Nagar	Jaipur	25418936	9852632514	anita@yahoo.com

Table 2

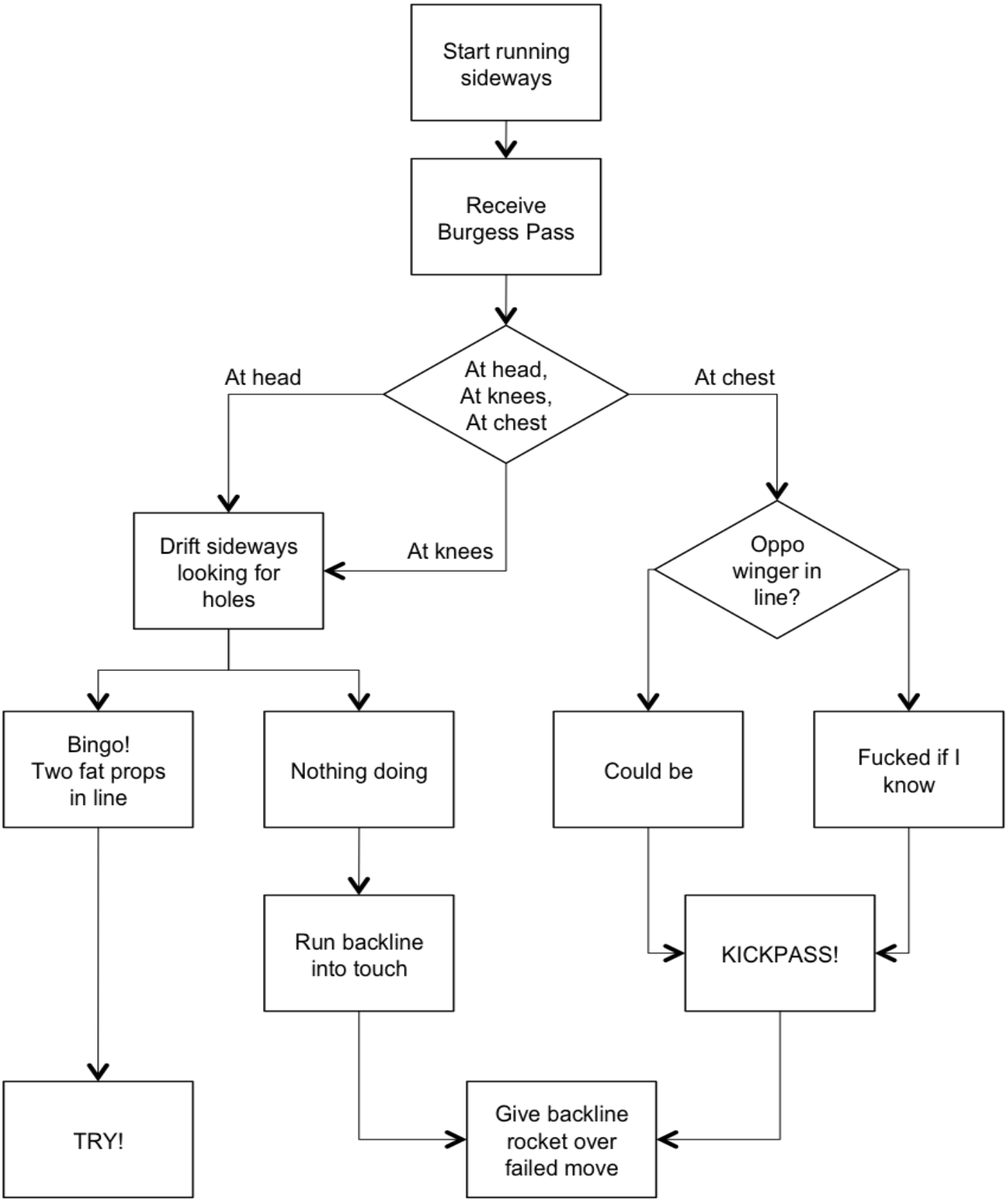
Sl. no	Details of Products	Quantity	Rate	Tax Details			Total Amount		
				VAT	Service Tax	CST	Tax Amount	Amount	Paissa
1	CD	10	15/-	4%					
2	DVD	12	25/-	4%					
3	Pen Drive	15	250/-	4%					
4	HDD	5	2550/-	4%					
5	DDR Ram	12	1520/-	4%					
6	Keyboard	5	275/-	4%					
7.	Mouse	25	175/-	4%					

Practice Exercise:- 7 (For Text Box)





Practice Exercise:- 8 (For Text Box)



Practice Exercise:- 11 (For Mail Merging Letter)

To

Mr. Amit Kumar
M/s. Apex International Ltd.
New Delhi

Dated: 24th Sep 2015

Sub: "Out sourcing Business offer"

Dear Sir/Madam

Employee Training and Development is essential to the ongoing success of every organization. Although technology and the internet have enabled global collaboration and competition, people are the organization's competitive advantage. Employee training and development enables employees to develop skills and competencies necessary to **enhance bottom-line results for their organization.**

We work with your leadership team to identify training needs, and to design, develop, implement, and evaluate employee training and development programs to meet your company's strategic objectives. We have experience in developing end-to-end employee training and development programs for marketing, sales, and technical teams in Fortune 500 companies both domestically and internationally. Our experience and insight can shorten your development cycle and free you to focus on other areas.

Employee Training and Development is a key ingredient in performance improvement. However, the first step in designing an employee training and development program is to identify the training needs. The training needs are based on what is needed to achieve the organization's strategic objectives. Key steps for performance improvement include

1. **Assess and define** performance improvement issues and gaps
2. **Gain management commitment** for performance improvement
3. **Develop a business plan** to manage performance improvement
4. **Establish best practices** for work processes and performance standards
5. **Provide employee training and development** to develop required skills
6. **Establish new practices** that support improved performance
7. **Measure and monitor results** and provide coaching where needed

What are your organization's critical skills? Essential skills for many organizations include effective time management, effective communication, collaboration, project management, customer service, teamwork, and specialized technology skills to use SAP, Siebel, PeopleSoft, and other enterprise applications. Lost productivity due to training gaps is expensive. A targeted training and development program focused on strategic skills can significantly enhance profits quickly.

Thanking You

Your Truly

Rahul Sharma