

Bio-Data

Name : DINESH PRAKASH
Father's Name : Late Sh. Prabhu Dayal
Date of Birth : 25th April 1969
e-mail : dinesh90.crr@gmail.com
Address : H.No. 113, Chirag Delhi, New Delhi -17
Marital Status : Married
Gender : Male
Religion : Hindi
Language Known : Hindi, English

Educational/Technical Qualification :

- 1) Non-Metric
- 2) Knowledge about Ms-Office, WordStar and Lotus.

WORK EXPERIENCE

1. 1991-1998 (Technical grade (1), CRR)I
Maintained the files of circulars, O.M., reports etc. and also distributed them. Help in compilation of internal telephone directory. Data entered in the Store program. Xeroxed documents for the division. Technical support services for HDM-4 Training Programme. Data entered in Salary bills & pay slips and printing of them. Brought stationary items for the division.

2. 1998-2005 (Technical Grade(2), CRR)I
Maintained the files of circulars, O.M., reports etc. and also distributed them. Help in compilation of internal telephone directory. Data entered in the Store program. Xeroxed documents for the division. Data entered in Salary bills & pay slips and printing of them. Data entered consumable and non-consumables items in the store application. Brought stationary items for the division.

3. 2005-2012 (Technical Grade(3), CRRI)

Maintained the files of circulars, O.M., reports etc. and also distributed them. Help in compilation of internal telephone directory. Data entered in the Store program. Xeroxed documents for the division. Collected data for e-mail for ERP implementation in CRRI. Brought stationary items for the division.

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