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NAGAM, CHADOORA, District, Budgam-191113 (J&K)

## **EDUCATIONAL QUALIFICATIONS**

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- Class 12<sup>th</sup> from J&K State Board of School Education with 53% aggregate marks.
- Class 10<sup>th</sup> from J&K State Board of School Education with 52% aggregate marks

## **TECHNICAL SKILL SET**

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- One year Diploma in Computer Applications (DCA) having typing speed of 35wpm

## **Work Experience**

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- 17 Years working experience as Office Assistant at ICAR-Central Institute of Temperate Horticulture, Old Airfield, Rangreth, Srinagar and having working experience in Library, Diary and Dispatch, Photocopier handling, Administrative work and working experience in Accounts section for preparation of bills of contractors/agencies on computer based software ,TA, Loans & Advances , typing of letters, drafting of files etc.

## **PERSONAL VITAE**

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**Date of Birth** : 03/03/1984  
**Gender** : Male  
**Marital Status** : Married  
**Father Name** : Ab. Rashid Yatoo  
**Nationality** : Indian  
**Languages Known** : English, Urdu & Kashmiri

### **Declaration:**

I hereby certify that, all information given above is true, complete and correct to best of my knowledge.

  
**LATIEF AHMAD YATOO**