

GOUTAM KUMAR



03313898314



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ggoutampadhiyar@gmail.com

PERSONAL MOTIVE/AIM

Eagerly looking for a challenging and dynamic position in an esteemed organization where I could grow to achieve something over the peaks of professionalism, utilize my academic knowledge and strong potential to grow.

CAREER OBJECTIVE

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum

EXPERIENCE

EXPERIENCE OF 1 YEAR AS ADMIN OFFICER IN AK ACADEMY SCHOOL Since 2020 – till 2021

School's admin work, save computer data, and more up to data knowledge and gain practical experience of today's competitive environment, creative ideas to enhance student's knowledge as well as help teachers for guiding student's curricular activities with applying the best of skills.

WORKING WITH MATEVIBE TECHNOLOGY AS A RECEPTIONIST. From Mid-year 2021 – Dec 2022

Maintaining discipline, and teamwork amongst the team members. read, write and recognize junior's provision carefully and carry out all customer's request for their requirements and conditions. maintain utilization, efficiency and productivity as per standard and gain professional experience.

EDUCATION

MATRICULATION

From St. Patrick Technical School in Science & Technology in 2019

INTERMEDIATE

Form Sindh board of Karachi in 2022

APTECH LEARNING

Currently doing diploma in Web Developing from Aptech.

COMPUTER SKILLS

M.S Office
Data Entry
Internet / Email.

PERSONAL INFORMATION

Father's Name: Kishore Kumar

Date of Birth: 20th December 2001

NIC # 42000-9907777-5

Marital Status: Single

Language: English, Urdu, Gujrati

Religion: Hindu

Nationality: Pakistani