#### **Personal Information**

Name: shashi Ranjan kumar

Gender: Male

**Date of Birth(DOB):** 1989-12-15

Permanent Address: Village: Kodarkat, P.O: Bankatwa, P.S: Jitna, Bihar

**District:** East Champaran

**Current Address:** Birgunj Kumhartol

Marital Status: Married

Contact Number: 9801002798 Mobile Number: 9801002798 Email: shashikumar75@yahoo.com

Contact Person: shashi

Contact Person's Number: 9801002798

**Country:** india **Nationality:** indian

Citizenship No.: IAZ0674184

### **Education Details**

**Academic Level:** Bachelors **Board/University:** Muzaffarpur

School/College: K.C.T.C Collage Raxaul

Degree Title: B.Com

**Division:** First

Percentage/CGPA: 67% Passed Year: 2011

Degree Status: Completed

**Academic Level:** Intermediate/10+2 **Board/University:** Muzaffarpur

School/College: K.C.T.C Collage Raxaul

**Degree Title:** I.Com **Division:** First

Percentage/CGPA: 64%

Passed Year: 2007

Degree Status: Completed

Academic Level: SLC Board/University: Patna

School/College: Hajarimal High School Raxaul

**Degree Title:** 10th **Division:** First

Percentage/CGPA: 63%

**Passed Year:** 

2005

Degree Status: Completed

# **Short Term Courses / Professional Trainings**

## **Skills and Competencies**

Language Skills: Hindi English Nepali Bhojpuri

IT Skills: Basic in Computer like: - MS. Excel, MS. Word, MS. Power Point, MS. Dos, Photoshop, Image

Reader, Tally9.2,

Other Skills: BCA 1 year Course in K.C.T.C. Collage Raxaul

# **Work Experience**

Organization: Vishwakarma Cement Pv. Ltd.

Position: ERP Officer

**Department:** ERP / IT Department

From (Date): 0000-00-00 To (Date): 0000-00-00

Organization: Jai Bharat Plastic Pvt. Ltd. at Canning Street Kolkata

Position: Sales Accountant Cum Sr. Executive

**Department:** Store

From (Date): 0000-00-00 To (Date): 0000-00-00

**Organization:** K.H.W. English Medium Mission School at Raxaul (Bihar)

**Position:** Administration

**Department:** Clerk Cum Cashier

From (Date): 0000-00-00 To (Date): 0000-00-00

# **Preferences**

**Applied Posts:** Junior Officer/Officer/Senior Officer

**Vacancy Code:** 

Expected Salary: About 30000 to 40000 IC

**Preferred Location:** Any

**Driving License:** Two Wheeler

#### **Cover Letter**

Respected Sir, Kindly find attached resume for Store keeping (Sr. Executive ), ERP Officer, Logistics Department (Like: Weighing Bridge Feeding \ Sales Invoice & Sales Dispatch Feeding) Department Job. AS i possess the requisite qualification so i beg to offer my services for the same. If you favour me with an appointment. I shall do my best work to the entire satisfaction of my superiors and prove and prove myself. Thanks & Regards Shashi Ranjan Kumar ERP Department (Officer ) Vishwakarma Cement Pvt. Ltd. Birgunj Nepal Mobile No. +977 9801002798 (Nepali) +91 9062547716 (Indian)

#### References

Referee: No Post: No

Organization: No Address: No Email: No Telephone: No

Referee: No Post: No

Organization: No Address: No Email: No Telephone: No