**RESUME**

**SANJEET KUMAR EMAIL ID:** [kumar.sanjeet409@gmail.com](mailto:kumar.sanjeet409@gmail.com) **917070102685**

**ADDRESS:-BEHIND COMMISSNARY**

**OFFICE CHHAPRA BIHAR**

**PIN CODE:-841301**

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**OBJECTIVE**

**To work in a Progressive and Professional Organization, having challenging and responsible opportunities, this will utilize my Strengths and Skills.**

**EDUCATIONAL QUALIFICATION:**

* **High School Passed with Ist Div.(67 % )Div. from BIHAR. Board in**
* **Intermediate Passed with Ist Div.(83%) from BIHAR. Board in**
* **Graduation(Math) WITH 62%**
* **PGDIS in safety with 72%**

**WORK EXPERIENCE:**

**Worked as a Senior-Data Analyst with Genuine Verification Services Pvt Ltd from November 2008 to December 2017.**

**Worked as a Data Analyst with BIHAR VIKAS MISSION (Gov of Bihar) From 20 September 2018 to 3 July 2019.**

**SELECTED SKILLS AND ACCOMPLISHMENT**

* **Information gathering.**
* **Work on excel to extract data in a particular format from different database or document format (pdf, word).**
* **Database development.**
* **Preparing report.**
* **Graphical representation of data/information using different chart types (bar, Colum, line, histogram, bubble chart etc).**
* **Handle communication with clients.**
* **Responsible to take internal and external data available with the company.**
* **Acquire data from primary or secondary data source and maintain database/data system.**
* **Work with management to prioritize business and information needs.**
* **Periodic MIS reports for senior management.**
* **Good communication skills & problem solving attitude.**
* **Proficiency in tools and techniques such as MS excel / power point/word /Access / SQL.**

**PRESONAL INFORMATION:**

**FATHER NAME : RAJ BALLABH PRASAD**

**MOTHER NAME : KALAWATI DEVI**

**Marital status : Married**

**HOBBIES:**

**PLAYING CRIKET, CHESS, BADMINTON, CARROM, WATCHING HOLLYWOOD MOVIE, WATCHING TALENT HUNT TV SHOWS**

**Date:**

**Signature**