**RESUME**

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| **Pratik Kumar**  **Q.No-137,Workers Flat,**  **Baridih,Jamshedpur,**  **Jharkhand, 831009.** | | | |
| **Ph. No. +91-8797027764**  **+91-9304314143**  **Email ID:** [**kumar.singh.pratik1991@gmail.com**](mailto:kumar.singh.pratik1991@gmail.com) | |  | |
| **Objective:** | |

To work for an organization under whose supervision and guidance I can apply my skills n learning to enhance and provide the highest service quality and strive to exceed the expectation of the organization from me.

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| **Strength** |

* **Team Player**: Can work easily with different members within group.
* **Initiator**: Ready to take initiative as per the requirement.

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| **Educational Qualifications** |

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|  | | DEGREES |  | |  |  |
| Passing Examination | College/School | | | University / Board | | Division |
| B.COM (Accounts Honors) | Karim City College | | | KOLHAN | | 1st Div. |
| I.COM (S.S.C.) | Karim City College | | | RANCHI | | 1st Div. |
| MATRICULATION (H.S.C.) | T.Baridih School (A.I.W.C) | | | J.A.C | | 2nd Div. |

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| **Job Experience** |

# 1st DEC 2010 – 31 st DEC 2011: Worked As SAP Co-ordinate in **Dainik Bhaskar Corporation LTD**.

**Work profile:-**

* Work Done in **SAP** (**Module-SD**) & MS Office.
* Updating Daily Sales Report.
* Order of News Paper Generate Center Wise & Dispatch Them.
* Billing :Every First Day of The Month.
* Amount Collection from Agents on co. due Date.
* Prepare PPT of Particular Market Area.

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| **Project Handling** |

* **DAINIK BHASKAR JAMSHEDPUR(JHARKHAND) LAUNCHING :**
* Updating Daily Sales MIS
* Handling the Team Leaders of Jamshedpur & Nearest Zone.
* Maintain Accounts According To Budget.
* **DAINIK BHASKAR PATNA(BIHAR) LAUNCHING :**
* Updating Daily Sales MIS
* Maintain Accounts According To Budget.
* Support While Build ping New Team in Patna.
* Controlling a Team of 50 Members.

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| **Skills** |

* High energy, Positive team player with an excellent work ethic; flexible and dependable.
* Passion for working with people, proven commitment to providing superior services.
* Operating system: MS Window, Windows XP, Windows 2000, 2003, Windows 7 and 8.
* Adequate Basic knowledge of MS OFFICE & SAP
* Internet Basics Knowledge.
* Self Motivation and a Passion to succeed.
* Friendly with Computers.

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| **Hobbies:** |
| * Watching Movies * Bike Riding. * Reading Novels. * Outing with friends to different places. * Swimming in Pool only. |
| **Personal Details** |

* Date of Birth- 10th FEB 1991
* Father’s Name- Rajesh Kumar
* Mother’s Name- Madhu Kumari
* Gender- Male
* Language Known- English & Hindi.

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| **Declaration** |

Hereby, I declare that all the information written above is true, Complete and Enough to the best of my knowledge.

Date:

Place: ( **Pratik kumar** )