**Curriculum Vitae**

**SURESH KUMAR**

**House No.-24/1,Near Shani Temple**

**Vill.- Maidawas, P.O.- Badshahpur**

**Distt. -Gurgaon (Haryana)**

**+91-9711805000**

[**rai.suresh5000@gmail.com**](mailto:rai.suresh5000@gmail.com)

**CAREER OBJECTIVES**

**Seeking a position that would provide me an opportunity to take the challenging assignments using my analytical skills and provide a learning environment that would ensure constant development of my career.**

**EDUCATIONAL QUALIFICATION**

* **Passed Matriculation from HBSE in 2007 with 86%.**
* **Passed Secondary School Examination from HBSE in 2009 with 68%.**
* **Graduated(BBA) from MDU, Rohtak in 2012 with 66%.**

**TECHNICAL QUALIFICATIONS**

* **Basic knowledge of Computer, Ms Office (Ms-Word, Ms-Excel, Ms-powerpoint, Ms- access.)**
* **One year Professional D iploma in Computer Application & Programming from F-TEC.**
* **Tally 9**
* **Tally .ERP 9**

**PERSONAL SKILLS**

**Excellent Verbal & Communication Skills, ability to deal with people diplomatically.**

**Willingness to learn new things.**

**I am hard working and fully dedicated to my work.**

**WORK EXPERIENCE**

**Working with ICICI BANK LTD since 30th August 2013 as a Sales Executive.**

**PERSONAL DETAILS**

**Father’s Name : Sh. Feku Rai**

**Date of Birth : 02-04-1991**

**Gender : Male**

**Marital Status : Married**

**Language Known : English & Hindi**

**Nationality : Indian**

**Strength : Punctual & Hard Worker**

**Hobbies : Cricket & Movies**

**Salary : Negotiable**

**DECLARATION**

**I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.**

**Date:……………**

**Place:……………**

**SURESH KUMAR**