

CURRICULUM VITAE

DHIRENDRA KUMAR

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Objective

To be associated with a progressive organization that give scope to update my practical knowledge and skills in accordance with latest trends and be a part of team that dynamically works towards growth of the organization and gain satisfaction thereof.

Professional Skills

Good Working on **MS Excel**.

Developing Automate Excel Template as client's requirement.

Working on **ORACLE Application** Software for Database.

Preparation of Various types of **MIS Report**.

Sales, Purchase, Redemption, Customer wise performance level in Excel.

Coordination between Customers and Management. Handling Bank cheque & Cash matters.

Handling mails for Sales team and send mails for him inform to current status.

Working on all process related reports and also make sure that all operation related reports deliver within time.

Generating reports basis requirements of senior management.

Experience

Duration	Company Name	Department	Designation
FEB 2012 to March 2015	HT Media Ltd. Noida. On Deputation.	Circulation	Computer Operator Cum MIS Executive
Dec 2015 To Dec 2016	Service Magic info jobs pvt ltd	Operation executive	Computer Operator Cum Mis Executive
April 2017 To Till date	Occasion experts pvt ltd.	Operation executive	Operation Executive

Proficiency

Reporting using **Excel** features like Vlookup, Pivot tables and Filter.

For Database : Oracle Application.

MIS(Management information System)

Timely (Daily, Weekly and Monthly) review with the **sales & circulation team** in terms of Compliance on Market issues, Market share & target achievement etc.

Maintaining various types of MIS report for sales function.

Maintain MIS for **ONP** (Old New Paper) Sales with Gift details for Zone, Agency and Center wise.

Data fetch from Oracle database to Excel Sheet on daily basis and maintain for CRM Team.

Taking the training sessions for new joiners. Making the daily, weekly and monthly productivity report for the team.

Extra Proficiency

Six Month Course as a Corel Draw, Photoshop.
Good Typing Speed Hindi &English.

Academic Qualification

Qualification	Passing Year	Percentage	DIV	Board/University
B.A	2009	46.20	2 nd	CHAUDHARY CHARAN SINGH UNIVERSITY
12 th	2006	58.30	2 nd	U P BOARD ALLAHABAD
10 th	2004	57.66	2 nd	U P BOARD ALLAHABAD

Personal Details

Father's Name : Mr. Moti Lal Shah
Date of Birth : 06th Nov 1987
Sex : Male
Nationality : Indian
Language known : Hindi & English
Hobbies : Playing Cricket & Reading Books
Married Status : Married

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge and can produce testimonials whenever asked for.

Place :

Date :

DHIRENDRA KUMAR