



NARESH KUMAR

Maan Kutir S - 576 School Block -2 Gali No.1 Shakharpur New Delhi-110092 (Near DDA Park & Manokamna Mandir)
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in <https://www.linkedin.com/in/naresh-kumar> **f** <https://www.facebook.com/Naresh Kumar>
🐦 <https://www.twitter.com/@kumar198228>

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- JIMS Engineering Management Technical Campus (JEMTEC) at 48/4, Knowledge Park -III , Greater Noida, Uttar Pradesh -201303** 17/12/2018 - Currently Working
ACADEMIC ASSISTANT
Prepared Notice & Circular, Maintain Time Table in ERP Software, Prepared Monthly Report & Weekly Report, Maintain All Files, File Uploaded & Link Create in Google Drive, Letter type.
- Indian Institute of of Public administration at I.P. Estate Ring Road , New Delhi-110002** 20/12/2016 - 31/05/2018
OFFICE ASSISTANT
Prepared Notice & Circular, Email Sent , Maintain Stock Register.
- National Institute of Electronics & Information Technology (NIELIT) at : 2nd Floor, Parsvanath Metro Mall, Inderlok Merto Station, New Delhi-110052** 02/07/2013 - 15/05/2015
DATA ENTRY OPERATOR
Received Voter ID Card Forms, Headle of Public Dealing, Maintain Register, Updated Voter ID card forms in Department Software, Files Received, Files marking, Moment in Register, File Post to Concern Department, Maintain Students Data record in Department Software, Maintain the Medical Register
- Delhi State Industrial and Infrastructure Development Corporation at : Plot No. 419, Udyog Nagar, Patparganj Industrial Area, Delhi-110092** 01/12/2011 - 30/04/2012
ACCOUNT ASSISTANT
Entry Tally in Ground Rent Files & Reconcelation Files, Entry Tally in Financial Year Sechedule, Maintain Ledger Register, Maintain Journal Entry Register, Prepared Trial Balance
- Apex Softcraft Pvt. Ltd. at : 388 ,Gagan Vihar, New Delhi - 110051** 15/04/2007 - 30/11/2011
ACCOUNT ASSISTANT
Maked Salary Slips, Maintain Ledger Book, Maintain Journal book

Education

- Dyal Singh College , University of Delhi, Lodhi Road, New Delhi-110003** 2007
B.Com (Pass)
3rd/40.92%
- A.R.S.D. Senior Secondary school, Ajmeri Gate Delhi-110006** 2001
12th Class Passed
3rd/ 48.20%
- A.R.S.D. Senior Secondary school, Ajmeri Gate Delhi-110006** 1999
10th Class Passed
3rd/42.60%
- Delhi Career Academy, Laxmi Nagar, New Delhi - 110092** 2002- 2003
One Year Diploma in Computer Software Course (O'Level)
- Aptech Computer Education, Kamla Nagar , Delhi-110007** 2008
Three Months Certificate Course in Tally & Ms -Excel

Personal Details

- Date of Birth : 27th August , 1982
- Marital : Married

Status

- Nationality : Indian
- Father's Name : Late Shri Maan Singh
- Sex : Male
- Language Known : Hindi & English
- Hobbies : Listening Songs , Reading Newspaper & Magazine, Interacting with people, Traveling, Playing Cricket, Watching Movies

Reference

- **Mr. OP SAGAR - "National School of Drama"**
Deputy Registrar
opsagarnsd@gmail.com
9958486065
- **Mr. DHARAM VEER - "National School of Drama"**
UPPER DIVISION CLERK
dharamsagar77@gmail.com
9910346423

Additional Information

I have Knowledge of Ms-Word, Ms - Excel, Internet, Email, Typing Speed in English : 50 (w.p.m.) & Total Experience : 10 Years & 11 Months

Place

- New Delhi



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