

CURRICULAM - VITAE

Madanpur Khadar,
Sarita Vihar,
New Delhi- 110076
Contact No. : - 9315225522
JEETENDRA KUMAR

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OBJECTIVES : -

To utilize my skill sets towards the growth and dynamism of the organization I work for. I aspire to stand out through my dedication and commitment and consequently derive satisfaction from my contribution to the organization.

RESPONSIBILITY HELD : -

- ✓ Worked as Accountant & Admin at D.W.P.School, Gautam Buddh Nagar, Noida, U.P 1st October 2021 to 30 September 2022.
- ✓ Worked as Admin & Computer Operator at Leed's Asian School, Nahar Chowk, Bailey Road, Patna, Bihar 15th June 2018 to 31st July 2021.
- ✓ Worked as Computer Operator at Himalaya Teacher Training College Patna, Dhanarua, Bihar 1st April 2017 to 31st May 2018.
- ✓ Worked as Computer Operator at Cyber City Patna, Ram Nagri More, Ashiana Digha Road, Patna Bihar 1st March 2005 to February 2017.

EDUCATIONAL QUALIFICATION:-

- ✓ B. Sc Math (Hons.) passed from Magadh University.
- ✓ I. Sc passed from B.I.E.C Patna.
- ✓ Matriculation passed from B.S.E.B Patna.

PROFESIONAL QUALIFICATION:-

Diploma in Computer Application

- ✓ **Operating system :-** Windows 97, 98, 2k, Linux
- ✓ **Package :-** Ms-Word, Ms- Excel, Ms- Power Point, Ms- Office Picture Manager
- ✓ **DBMS & RDBMS :-** Foxpro 6.2, HTML, DHTML & Internet
- ✓ **Typing :-** Hindi & English

PERSONAL DETAILS:-

Father's Name	:-	Late Devendra Prasad
Date of Birth	:-	12/03/1976
Sex	:-	Male
Marital Status	-	Married
Religion	:-	Hindu
Nationality	:-	Indian
Languages Known	:-	Hindi & English
Declaration	:-	I hereby declare that whatever written here. It all is correct in my best knowledge.

Place : -

Signature

Date :-

(Jeetendra Kumar)