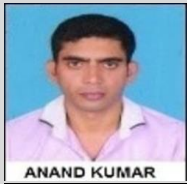


CURRICULUM VITAE

ANAND KUMAR



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Anandyad888@gmail.com

Address:

HNo. 39 Shyam Lok Colony
Najafgarh, New Delhi-
110072

Contact No.:

+918882626544

Personal Profile:

Father's Name:
Sh. Roshan Lal

Date of Birth : 08/04/1988

Nationality : Indian

Marital Status: Married

Languages Known:
English/ Hindi

OBJECTIVE:

To Seek a Suitable and challenging position in any esteemed organization where I have the opportunity to prove my professional abilities and realize my career ambitions.

WORK EXPERIENCE:

Total Work Experience - 09 yrs (approx.).

1. Worked as an Office Assistant in Colonel Child Bloom School from 1st July 2013 to 31st July 2015.
2. Worked as TCA in the online exams from 1st August 2015 to 16th Oct 2017.
3. Worked in SGT University as a Computer Operator from 17th October 2017 to 8th Jan 2019.
4. Worked as an Office Assistant in Colonel Child Bloom School from 1 April 2019 to 2 Jan 2022.
5. Working as Office Assistant in ShreeRam World School, Dwarka sector -10 from 3 Jan 2022 to till date.

JOB RESPONSIBILITIES IN ONLINE EXMAS

1. All over responsibilities for booking and coordination with the Companies and clients. I.e. TCS, NSEIT, NTA, APTECH, Etc.
2. Experience of Handling Students.
3. Conducted so many exams like SSC, Railway, NTA, Gate, Etc.
4. Experience of Networking as well as exam pattern standard.
5. Experience of Entry Gate documents checking.
6. Also done Observer Duty in many exams.
7. CBSE observer in Board term 1 exam also done in 2021-22.

JOB RESPONSIBILITIES IN SCHOOL:

- ☞ To maintain complete data records of CBSE and DOE.
- ☞ Giving reply to CBSE and DOE e-mails as well as other Inspection related works.
- ☞ To proper keeping, handling & maintenance of files as well as confidential records.
- ☞ Providing the complete assistance to the management in overall administration.

HOBBS : Playing
Sports/ Watching TV

Achievements in Sports:

1. Regional level Handball
2. Regional level Football
3. K V S State level Football & Handball
4. K V S National Level Handball
5. Rock-climbing

JOB RESPONSIBILITIES IN UNIVERSITY:

- ☞ To maintain complete records of Students of the specific department.
- ☞ Dealing with the Dean of the Department.
- ☞ To proper keeping of all the original documents of the students.
- ☞ Making reports, weekly and monthly on MS Office.
- ☞ Screening of emails, courier and redirecting the same to the concerned departments or giving proper answer.

ACADEMIC QUALIFICATIONS:

- γ JBT from DIET, Bhiwani, Haryana in 2013
- γ Hardware and Networking Course from IIHT, Vikas Puri in 2011
- γ M.C.A from Guru Jambheshwar University, Hissar in 2011
- γ B.C.A from Guru Jambheshwar University, Hissar, Haryana in 2009
- γ XIIth from CBSE Board in 2006
- γ Xth from CBSE Board in 2004

COMPUTER PROFICIENCY:

- γ Knowledge of Hardware & Networking
- γ Knowledge of MS Office, Internet.

COMPETENCIES:

- γ Quick Learner
- γ Responsibility towards job, organization, colleagues
- γ Problem solving skills
- γ Quick decision maker

DECLARATION:

I hereby declare that the above details are true to the best of my knowledge and that I'll do my best for the good of the organization.

Date: 25/05/2023

Place: NEW DELHI

(ANAND KUMAR)