**Curriculum – Viate**

**Present Address:**,

H. No. 550, Gali No. 05

Bhawani Enclave

Gurgaon (Hr)122001 **Mob. No. +919718300128,+917503300162.**

E-Mail-friendsvivek774@gmail.com

***Vivek Kumar***

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**Objective:**

I always make an effort to given continuity & honest in my work with acceleration and compact capability.

To serve and enter a symbiotic relationship with a dynamic and growth oriented organization which can utilize the inherit talent .The incumbent to the maximum work on challenging and dynamic project with good mean in fully to organization objective.

**Educational Qualification**

* **B. A** - Maghad University Bodhgaya Bihar in 2012.
* **12th** - BSEB in 2009.
* **10th** - BSEB in 2007.

**Professional Qualification:**

* **One year Diploma in Computer from Gurgaon with 70%.**
* **MS Office Complete. Tally, Photo Shop, C,C++ Language and Internet.**

**Achievement & Awards**

* Active member of various Skit & Dancing competitions conducted at school level.
* Participated in Cricket & Handball competition conducted at school level.

**Experience:**

* **One year worked with Sunvisor India Pvt. Ltd. Gurgaon as a Computer Operator Department & Store.**
* **2 years worked with S.S Lootha Construction LLC Dubai (UAE) as a Computer Operator & Store Department. From 24 .10. 2013 to 24.10.2015.**
* ***Presently Working in Airtel Broadband (under DSA) as a Team Leader.***

**Job Responsibility**

>Team Handling

>Keeping Data, Recording Data, Analysis Data

>Make Salary and Analysis Salary

>  Communicate with employees and business heads for better alignment

>Short out Query of Customer .

>Maintain employee records and files

# Strengths

* Hard worker.
* Strong Positive Attitude t.
* Never compromise with work.
* **Hobbies :**

Reading books,

Playing Cricket &

Work on Computer in (Chatting).

**Personal Details:**

Name : Vivek Kumar

Father’s Name : Sh. Janeshwar Parsad

Date of Birth : 31.05.1991

Passport NO : K7614217

Nationality : Indian

Marital Status : Married

Hobbies : Playing Cricket &

Work on Computer

Salary Expected : Negotiable

Permanent Address : Vill :Rasulpur, Post : Haspura,

Dist : Aurangabad (Bihar)-824121

**Declaration:-**

I hereby declare that all the above information is true to the best of my ability, knowledge & to the entire satisfactions of my superiors.

**Date: 29/09/2017**

**Place: Gurgaon. (Vivek Kumar)**