***CURRICULUM VITAE***

***NAME: RAKESH KUMAR CHAUDHARY***

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***MOBILE: +91 9616191206***

***Objective***

To work an organization where is exclusive environment, health competition and ample prospects of professional growth. Where I am exposed to all types of work fields, can enhance my knowledge and broaden my experience to maximum. In short I just want to be the active part of development.

***ACADEMIC QUALIFICATION***

* Graduate
* Computer Diploma in Capital Computer Education (Hardwar, Networking & MS Office)
* ACS Academy For Computer Studies (ADCA One Year MS Office & OA)

***EXPERIENCE SUMMARY***

* Company Name : ***ANGEL BROKING LTD***

Job Designation : Back office Executive

Job Duration : July 2007 – April 2008

* Company Name : ***GLOBE CAPITAL MARKET LTD***

Job Designation : Back office Executive cum Relation Ship Manager

Job Duration : 12 July 2008 – 31 May 2010

* Company Name : ***KAYNET CAPITAL LTD***

Job Designation : Back office Executive (Clerk)

Job Duration : 15 October 2010 – Till Date

***EXPERIANCE AND RESPONSIBILITY***

* Collect, count, disburse money, do basic bookkeeping and complete banking transactions.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take order and address complaints.
* Answer telephone, direct calls and take messages.
* Compile, copy, sort, and file records of office activities business transaction, and other activities.
* Complete and mail bills, contract policies, invoices, or checks.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail system and personal computers.
* Compute, record, and proofread data and other information, such as records or reports.
* Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
* Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.
* Review files, records, and other documents to obtain information to respond to requests.
* Deliver message and run errands.
* Inventory and order materials, supplies, and services.
* Complete work schedules, manage calendars and arrange appointments.
* Process and prepare documents, such as business or government forms and expense report.
* Monitor and direct the work of lower-level clerks.
* Type, format, proofread and edit correspondence and other documents, from notes or dictating machines, using computer and typewriters.
* Count, weigh, measure, and/or organize materials.
* Train other staff member to perform work activities, such as using computer applications.
* Prepare meeting agendas, attend meeting, and record and transcribe minutes.
* Troubleshoot problems involving office equipment, such as computer hardware and software.
* Make travel arrangements for office personnel

***Language known***

English, Hindi

***Personal details***

Name : Rakesh Kumar Chaudhary

Father Name : Ram Singhasan Chaudhary

Mother Name : Usha Devi

Date of Birth : 18/07/1989

Marital Status : Married

Sex : Male

Nationality : Indian

Address : Home No.439E Chaksa Husain Pachperwa Gorakhnath Gorakhpur

***Declaration***

I hereby assure that the above given information are true to the best of my knowledge and brief.

Place: Gorakhpur Yours Faithfully

Date:  **(*RAKESH KUMAR CHAUDHARY*)**