

RESUME

NIRAJ KUMAR

Vill- Revali , Post- Rampur,

Distt- Basti (UP) 272124

Mob – 7234851261

Email – kannaujiyaniraj1@gmail.com

Carrer Objective:

To obtain position that will allow me to utilize my technical skills, experience and willingness to learn making on organization successful.

Acadmic Qualification:

- High school From UP Board in Year 2012 with 79.6%
- Intermediate From UP Board in year 2014 with 72.80%

Technical Qualification:

- Diploma in Mechanical Engineering Production with 75.45% in 2017.

Acadmic Training Qualification:

- Summer Training From Mechanical Workshop in **N.E. Railway Gorakhpur**.
- CAD Training From **CAD Services & Technical Consultancy** Lucknow.

Experience:

- Worked in **Flipkart Pvt. Ltd.**
Profile: Supervisor
Duration: February 2019 To March 2020.
- I worked in **Pratham Education Foundation** From Jan 2021 to till date
Profile: Placement Coordinator
Duration: Jan 2021, To Till date

Software Proficiency:

- MS Excel
- Window 7
- MS Word

Responsibilities:

- Responsible for coordination and management of Placement coordinators on daily basis.
- Training and Supporting Placement Coordinator on Field.
- Generating and Exploring Larger Partnership.
- Responsible for data entry on Sales Force.
- Conducting Buddy Meeting and Post Placement of Students.
- Updating & reporting to mentor on regular basis through call and weekly report.
- Resolve daily problem which is related to stores.
- Full command on receipt stores.
- Take care of fight Loss.

Personal Skill:

- Ability to rapidly build relationship and set up trust.
- Ability to cope up with different situation.
- Initiative and willingness to learn.
- Good team player and also can lead them as a good leader.
- Open to learning and exploring new technology with positive attitude.
- Ability to rapidly learn new concepts.

Personal Details:

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|----------------------|-------------------------------|
| ▪ Fathers's Name | : Mr. Om Parkash |
| ▪ Date Of Birth | : 12-Jan-1998 |
| ▪ Language Known | : Hindi, English |
| ▪ Marital Status | : Unmarried |
| ▪ National/ Religion | : Indian/Hindu |
| ▪ Interest & Hobbies | : Reading Book & Listen Songs |

Declaration:

I hereby declare that the above information is true to the best of my Knowledge.

Place:

Niraj Kumar

Date: