



Brajesh Kumar

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TECHNICAL SKILLS

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional

OBJECTIVE

"I can work independently using my own initiative or as part of a team."

QUALIFICATIONS

MS in Accounting

Sep 1997 – Sep 2001

University Name

Obtained the MS degree, with GPA 8.0

BS in Accounting

Sep 1993 – Sep 1996

University Name

BS in Computer Science

Sep 1989 – Sep 1992

University Name

WORK EXPERIENCE

MyOffice Inc, Boston

Oct 2005 – Present

Administrator

- Role and Responsibilities Goes Here.
- Role and Responsibilities Goes Here.
- Role and Responsibilities Goes Here.

DC Systems, DC

Mar 2003 – Jun 2005

Accounting Assistant

- Role and Responsibilities Goes Here.
- Role and Responsibilities Goes Here.
- Role and Responsibilities Goes Here.
- Role and Responsibilities Goes Here.

Nucleus Band Corp, Boston

Jan 2002 – Jan 2003

Accounting Assistant

- Role and Responsibilities Goes Here.
- Role and Responsibilities Goes Here.

- Role and Responsibilities Goes Here.

CERTIFICATIONS

- Certification goes Here
- Certification goes Here
- Certification goes Here)

REFERENCES

References available upon request.