



CURRICULUM VITAE

AJEET KUMAR
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OBJECTIVE:

Seeking a dynamic role that presents new challenges and career advancement opportunities, where I can apply my skills and experience to contribute towards the growth and success of the organization.

EDUCATIONAL QUALIFICATION:

Qualification	College/School/University	Year of passing	Percentage
B.Sc. (Chemistry Hons.)	Dr. C V RAMAN UNIVERSITY	2021	72.30%
Intermediate (12th)	B.S.E.B. PATNA	2016	50.20%
Matriculation (10th)	B.S.E.B. PATNA	2014	64.00%
ADCA (Diploma in Computer Applications)	RAJIV GANDHI VOCATION & INDUSTRIAL INSTITUTE	2018	85.14%

WORK EXPERIENCE:

➤ Data Entry Operator (DEO):

Dr. C.V. Raman University, Vaishali, Bihar

2020 - 2021

Role and responsibilities:

- Handled data entry tasks and maintained records efficiently.

➤ Transport In-charge:

Dr. C.V. Raman University, Vaishali, Bihar

2021 – 19-12-2021

Role and responsibilities:

- Coordinated daily transport operations, ensuring timely availability of vehicles for staff and students.
 - Monitored vehicle maintenance and fuel usage to optimize efficiency and reduce costs.

➤ Store In-charge:

Dr. C.V. Raman University, Vaishali, Bihar

20-12-2021 - Present

Roles and responsibilities:

- Managed inventory and store operations, ensuring proper handling of materials and supplies.

SKILLS:

- Data Entry and Record Keeping
 - Inventory Management
 - Team Management
 - Computer Proficiency (ADCA)

SOFT SKILLS:

- Self-confidence and hard work
- Ability to work effectively in teams
- Adaptability to new challenges

HOBBIES:

- Playing cricket
- Reading

PERSONAL INFORMATION:

Date of Birth	:	20 Oct 1995
Gender	:	Male
Nationality	:	Indian
Religion	:	Hindu
Civil Status	:	Married
Languages Known	:	Hindi & English

PERMANENT ADDRESS:

S/o	:	Kapileshwar Singh
Village	:	Bajitpur Malahi
Post Office	:	Bidupur R.S,
Police Office	:	Bidupur
District	:	Vaishali
State	:	Bihar
Pin Code	:	844502
Mob.	:	7982384461

I hereby declare that the above information is true as the best of my knowledge and belief.

(Ajeet Kumar)