

CURRICULUM VITAE

VISHNAJAY KUMAR

Village – Bhangal,
Nodia G.B.NAGER 201305
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CURRENT STATUS:

I am working as a **CO – ORDINATOR,PCB repairing** in DIXON technology India Limited Noida since July 2015 till date.

Currently am having 3 years of Professional experience in Office Management and part of Human Resources activities of an organization.

CAREER OBJECTIVE

As a Co-Ordinator, I want to coordinate and control all activities in the Office effectively and efficiently which would help the organization to achieve its objectives and goals with satisfied customer.

CURRENT PROJECT HANDLING RELIANCE STB'S

EXPERIENCE SUMMARY

Project 1: SAT TOP BOX

Organization: Dixon Technologies (I)Ltd.Nodia
Designation: Co-CoordinatorData entry, PCB repairing
Duration: 19 July2015 to 020July 2018

Roles and Responsibilities:

- Co-ordinating with the Team
- Report Preparation activity.
- Interacting with clients over mail and Phone.
- Data management like receiving Dispatch etc.
- Soaking activity
- Capable of taking care of customer service activities and also front office management
- Functional testing

Other Skills:

- mobile phone , STB PCB and LED TV work and repairing

Appreciation:

I am very organized in my task and responsibilities assigned to me. This helps me to do my work effectively and efficiently. I have been appreciated and given letters from my senior managers for my

organized efficient work and also am a good co-coordinator with clients, So currently am working for Reliance Client.

Computer Skills:

Microsoft Office tools namely Microsoft Word, Outlook, Excel, Access, PowerPoint and usage of Internet Explorer

ACADEMIC PROFILE

- 10th Pass from U.P Board in 2011
- 12th Pass from U.P Board in 2014
- ITI Nodia sec 31

DECLARATION

I hereby declared that above statements are true to the best of my knowledge and belief.

PERSONAL PROFILE

Father's Name	:	Mr. Sudama singh
Date of Birth	:	05 July 1995
Gender	:	Male
Language	:	Hindi & English
Nationality	:	Indian
Hobbies	:	Cricket & watching movies

Date :

Place : (Vishnajay Kumar)