

# CURRICULUM VITAE

## VIJAY KUMAR

Address- House No. F-102/3,  
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To work in a challenging and highly competitive environment where I would be able to explore my abilities and hence contribute to the best myself also to learn and be trained with an organization which values me as a person and a professional.

## Professional & Academic Credential

- Typing Speed : 35-40 w.p.m.
- Computer Skill : Fundamental of computer, MS-Office (MS-Word, MS-Excel,MS-Power Point)  
Internet & E-mails.
- Done Intermediate & High School from CBSE Board, Delhi
- Diploma in Computer Software from GNIIT

## Experience Summary

I HAVE TWO YEAR EXPERIENCE IN BACK OFFICE.

## Previous Assignment

Employer	:	Employees State Insurance Corporation
Duration	:	January, 2015 to July, 2015
Designation	:	Typist/Data Entry Operator
Reporting	:	Documentation Officer

## Job Profile

- Handling back office function which include data management.
- Entering various data
- Typing of Orders / Notice
- Assisting to reporting officer in his day to day working
- Correspondence through letters/email

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## Strengths

- Possess excellent interpersonal, leadership and communications skills.
- Experience in general administrative activities.
- Make accurate edits at a quick pace under tight deadlines.
- High energy able to multi-task and juggle several projects.
- Take direction and constructively accomplish the task given.

## Personal Details

- Father's Name : Late Sh. Iqbal singh
- Date of Birth : 26<sup>th</sup> September, 1990
- Gender : Male
- Marital Status : Single

- Language Known : Hindi & English
- Hobbies : Listening to music & playing cricket

**Place : Delhi**

**Date:**

**(VIJAY KUMAR)**