

CURRICULUM VITAE

Amit Kumar

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Objective

“To pursue a challenging career in your esteemed Company to the best of my ability that contributes in my overall development.”

Organization

- Currently working with **Invision Communication and Research Pvt. Ltd. & Focal Point Media Service Pvt. Ltd.** As Executive (**Sr. Data Entry Executive**) since 16 May, 2015 till date.

Executive in data management has been responsible for Data Analysis and tabulation in wide variety of projects. Have complete command on Excel (Pivot tables. Look up, etc).

Computer Literacy

- ✧ Basic course in Ms. Office for 6 months
- ✧ Advance course in Ms. Excel from JP Institute of Excellence
- ✧ Well versed MS Excel, MS Word, Power Point
- ✧ Efficient in Internet & Emailing

Academic Qualification

- ✧ BA 1st Year Pursuing from D.U. S.O.L
- ✧ 12th Class Passed from CBSE Board, Delhi
- ✧ 10th Class Passed from CBSE Board, Delhi

Strengths

- ✧ Hard Working and fast learner.
- ✧ Can utilize available resources efficiently
- ✧ Problem Solving attitude and can perform under pressure
- ✧ Can execute a task within given time and has ability to work in group as well as an individual

Inter- Personal Skills

- ✧ Adaptable
- ✧ Polite and Positive Attitude
- ✧ Honest Worker

Personal Profile

- ✧ Fathers' Name: Mr. Gopal Yadav
- ✧ Date of birth: 20/06/1995
- ✧ Languages known: Hindi, English
- ✧ Marital Status: Single

