

## **CURRICULAM VITAE**

### **NITIN KUMAR**

H. No. C-346-47, Madipur J.J.  
Colony, New Delhi-110063



### **CAREER OBJECTIVE:**

I wish to continue to the success and growth of the Organization by applying my knowledge and skills with full power & potential

### **EDUCATIONAL QUALIFICATION:**

S. No	Education Qualification	Board / University	Passing Year
1	Matriculation	NOIS Board	2008
2	Intermediate	NOIS Board	2010
3	Bachelor of Commerce	Delhi University	Pursuing

### **COMPUTER KNOWLEDGE:**

- Windows XP.
- Windows 7.
- Microsoft Word 2007.
- Microsoft Excel 2007.
- Microsoft PowerPoint 2007.
- Photoshop.
- Internet Explore.

### **WORKING EXPERIENCE:**

- 1 Year Exp. as Data Entry Operator in CGEWHO. [2011]
- 1 Year Exp as Data Entry Operator in Ministry of DoNER. [2012]
- 1 Year Exp. as Data Entry Operator in Delhi Technology University. [2013]

## **KEY SKILLS:-**

- Able to give accurate and detailed information about particular file.
- In-depth knowledge of typing correspondences, reports and other documents.
- Proven record of answering to officer, giving relevant information to officer.
- Well versed in talking and compiling minutes of work.
- Though understand of making copies of printed documents, and filing correspondences, reports and records.
- Quick at compiling and typing stoical reports.
- Computer: Extremely proficient in Microsoft Office application with travel shooting.
- Communication: Able to work and converse efficiently with all levels of colleagues, clients and other external contacts.

## **PERSONAL INFORMATION:**

Date of Birth	: 23 <sup>rd</sup> Jul. 1991
Father's Name	: Sri Uma Shankar
Sex	: Male
Marital Status	: Unmarried
Nationality	: Indian
Hobbies	: Reading, Games & Listening Songs.
Language Known	: English & Hindi

**Date:.....**

**Place: NEW DELHI**

**(NITIN KUMAR)**