

CURRICULAM VITAE

Ravinder Kumar

H. No. D-133, Gali No.-1,
Kabir Basti Malka Ganj Road,
Subzi Mandi,
Delhi-110007
Contact No: - 8810579965



CAREER OBJECTIVE

To be a part of the expending opportunities in the efforts at all time is general towards enhancing my skills.

ACADEMIC QUALIFICATIONS

- 10th Passed from CBSE Board in 2007.
- 12th Passed from CBSE Board in 2009.
- Graduation from Delhi university From SOL 2012

TECHNICAL QUALIFICATION

- Basic Knowledge of Computer
- Data Entry Operator

CAREER EXPERIENCE

- Work in “Abbot Media Corporation” (2007-2008)
 - Job profile Assistant Photographer.
- Work in “Life Insurance Corporation of India” (2011-2012)
 - Job profile LIC agent find customer for policy.
 - Find contact and call convince for new policy.
- Work in “State Bank of India” (2013)
 - DAK entry
 - PPO account entry.
 - work in excel data entry.
- Work in “OM LEASING FINANCIAL” (2013-2017)
 - Work in tally 9 voucher entry, Excel entry.
 - Call received and gives information customer account.
 - Calling for installment to receive installment.
 - Maintain recover vehicles and files, Record of file and maintain all files.

➤ WORK IN “NORTH EASTERN CARRYING CORPORATION LTD. (2018)

- BILTY ENTRY
- CHECK BILTY
- TALLY EXCEL AND BILTY ENTRY
- ENTRY IN EXCEL

PERSONAL PROFILE

Date of Birth	:	8 th April 1990
Father's Name	:	Sh. Jeet Kumar
Gender	:	Male
Religion	:	Hindu
Marital Status	:	Single
Nationality	:	Indian
Passport No	:	N1971811 (14/08/15 TO 13/08/2025)
Passport Type	:	Personal
Languages Known		

Hindi	:	READ	WRITE	SPEAK
English	:	READ		

HOBBIES

- PLAYING GAMES
- WATCHING MOVIES
- READING BOOKS
- YOGA

DECLARATION

I hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date: / /

Place: Delhi

(Ravinder Kumar)