



ANUJ KUMAR

1/3669A Ram Nagar Extn. Loni Road
Shahdara Delhi – 110032
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PERSONAL DETAILS

To achieve practical and professional knowledge and to work in such an Organization that makes best use of my skills & provide me opportunities and their valuable experience to enhance my knowledge.

- Profession : Computer Operator
- Date of Birth : 04/03/1990
- Nationality : Indian
- Linguistic Proficiency : English, Hindi
- Email Address : anuj.katakwal@gmail.com

EDUCATIONAL QUALIFICATIONS

Level	Specialisation/ Degree	Institute	Session	Marks
Graduation	Bachelor in Art	CCS University	2011-2013	55 %
Intermediate	Art	UP Board Allahabad	2009	52.6 %
High School	Science	UP Board Allahabad	2007	65 %

IT Skills

Operating Systems : Windows 8.
Application Software's : MS-Office

Linguistic Proficiency

Hindi : Read, Write, Speak
English : Read, Write, Speak

Key skills & Attributes

- Adapts perfectly to any new circumstances.
- Courageous to new learning.
- Good business Adaptability
- Ability to work in multi cultural environment.
- I am confident and have positive attitude
- I can change myself according to the situation

Professional Experience

Year	Firm	Project	Duration	Responsibility
10 th May 2010 to December 2016	B.L.Kashyap & Sons Ltd.	Ebony Green Ghaziabad (Residential Project.) HCL Technopark (Gurgaon) Bharti Airtel (Gurgaon) Earth Iconic Studio & Residential (Gurgaon)	6.7 Year's	<ul style="list-style-type: none">➤ Managing the attendance of permanent and daily wages staff➤ Maintain labour abstract register➤ Maintaining the daily and monthly report➤ Contractor Compliance➤ Supply Contractor billing
6 th February 2017	School of Planning & Architecture	Centre for Analysis and System Studies	Ongoing	<ul style="list-style-type: none">➤ Responsibility of Document maintain file record➤ Letter Drafting➤ Maintain Diary Register➤ UG & PG Admission Help Desk work➤ Scan all the note and keep on FTP➤ Keeping all files and notes safely➤ Tracking of notes➤ Reminders of event and programme➤ Follow up payment to different companies.

Personal Strength & Hobbies

A 29-year-old resourceful, hardworking, self-motivated, growth oriented individual with good communication and inter-personal skills.

Hobbies include listening music and playing the cricket

DATE:

PLACE:

(Anuj Kumar)