

## **RESUME**

**Brijesh Kumar**

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### **Career Objective**

*I am looking for a company / organization which provide me a chance where I can use my skill and some experience of my work scope. I want growth in personally & professionally.*

### **Education**

- 10<sup>th</sup> Passed from CBSE Board.
- 12<sup>th</sup> Passed from CBSE Board.

### **Academic Knowledge**

- Basic computer knowledge:  
MS Office & Outlook

### **Experience**

- 3 years experienced with **Artek Enterprises Pvt Ltd** as an Office Assistant (Admin) at Nehru Place, New Delhi from 01-07-2015 to 26-07-2018.
- Currently working with **Quba Architectural Products Pvt Ltd** as an Office Assistant (HR-Dept.) at Greater Kailash-2, New Delh from Jan 2019 to till date.

Expecting CTC – 23000

Current CTC – 19000

Notice Period – One month notice period.

### **Work Scope**

#### **1) Artek Enterprises Pvt Ltd**

- To raise invoices
- To raise Purchase Orders.
- Letter drafting as per Director's instructions.
- Managing and supervising office activities.
- Coordinating with team members and prioritizing the work.
- Book Bus & Train ticket.

#### **2) Quba Architectural Products Pvt Ltd**

- To maintain attendance.
- Keep record Sales executives (DSR).
- Keep record of Primary and Secondary sales as provided by sales person.
- Coordinating with team members and prioritizing the work
- Keep record of Conveyance.
- Keep record of Courier details.

## **Hobbies**

- *Listening Music.*
- *Playing Cricket.*

## **Personal Details**

*Father's Name : Ganga Sahay*

*Date of Birth : 20<sup>th</sup> March 1986*

*Gender : Male*

*Marital Status : Married*

*Nationality : Indian*

*Languages Known : English & Hindi*

*Address : RZG-257/A, Near Pandit Chowk, Raj Nagar Part -2, Palam Colony  
: New Delhi-110077*

*Date: 15-07-2019.*

*Place: Palam (Delhi)*