

Shiv Kumar

Burari, Delhi
9718820861, 9718831207
• shivkumar6712@gmail.com
<https://www.linkedin.com/in/shiv-kumar-561352188/>

WORK EXPERIENCE

LI Technology Pvt. Ltd. Gurgaon, HR
Data Entry Executive

Apr 2018 - Jul 2019

I have worked on different kind of platforms, (Linkedin, Salesnavigator,). My job was there to maintain daily upcoming leads on a spreadsheet, sort and filter big data files and other requests that comes on daily basis. This is a US process company. I also did here manual testing as well. I learned some advance excel skills.

Kudos Ayurveda, Naraina, Delhi
Address Sorting Executive

May 2016 – Jan 2018

This was a Ayurvedic medicine company and has many product like, IME-9, V1 etc. I worked there as a address sorter. I have worked on company's software and update all information of customer's into the software. My job was there to find the customer address is correct or not. I also track the shipped order details of customer.

Astroscience Technologies Pvt. Ltd. Pitampura, Delhi
Dispatch Executive

Mar 2014 – Apr 2016

This was a astrology prediction company. I have worked there as a Dispatch executive, it is also a computer operator profile. My job was there to enter all product detail into the sheet. I also track the shipped order, tell the customers for their parcels.

EDUCATION

10th Passed from N.I.O.S.
12th Passed from C.B.S.E Board (Delhi).
Graduated from MDU, Rohtak

SKILLS

Good knowledge of MS Word, MS Excel,

Internet & E-Mail. Manual Testing, HTML, Basic knowledge C Language

PERSONAL DETAILS

Name :- Shiv Kumar

Date of Birth :- 1st Mar 1993

Fathers Name :- Ramesh Kumar

Nationality :- Indian

Language known :- Hindi & English

Hobbies :- Playing & watching cricket