

JITENDRA KUMAR

✉ : jitendrakashyap114@gmail.com

Contact: +91-9690024125

Address: Surajpur near Arya samaj Mandir, Greater Noida, Uttar Pradesh

Career Objectives

Willing to work in a progressive company on recent technologies and challenging projects. Utilizing much of my different skill sets attained in my years of experience in the field for personal growth and that of the company.

Summary of Skills and Experience

Working experience have 3yrs/6months.

-6 months Experience & Letter of MIS Executive/Data Entry in Team Computer Pvt. Ltd.

* Working on Excel/Dynamic ERP/Mail.

*Preparing the sheet, data entry and pivot table.

* Contains the record and making the purchase order.

-3 years Experience & Letter of CCA in retail sector.

* Having inventory knowledge of items.

* Maintain the sales record.

Organizational Experience –

Organization:

Team Computers Pvt. Ltd.

Duration: December 2015 to May 2016

Designation: **MIS Executive/Data Entry Operator**

Job Role: Data Entry /inventory

Organization:

Aditya Birla Nuvo Ltd.

Duration: January 2013 to December 2015

Store: **Shoppers Stop.ltd/Lifestyle**

Designation: **Customer Care Associate**

Current Organization: WAVES INDIA PVT LTD

Designation: Quality Associate

Location: Surajpur Noida

From: May 2018 to till date

Professional Certification

- ❖ 10th & 12th from U.P. Board Allahabad.
- ❖ B.A. from CSJM university Kanpur.

Technical Certification

- ❖ Diploma in Computer Application.
- ❖ Diploma in typing skill with 30 wpm.

Personal Details

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❖ Father's Name	Naresh Chandra Batham
❖ Date of Birth	1 Nov 1993
❖ Sex	Male
❖ Martial	Married
❖ Nationality	Indian
❖ Language Known	Hindi & English
❖ Hobbies & Interest	Surfing internet & watching cricket.
❖ P. Address	Vill+Post-Bela, Distt-Auraiya(U.P.) 206251.

Declaration:

I hereby declare that all above information given is true to the best of my knowledge.

Date.....

Place...

Jitendra Kumar
(91+9690024125)