

Raj kumar
Ph: - +: +91-8750626301 +91-7011004900
E-mail:- rajarya963@gmail.com

CAREER OBJECTIVE

To learn, adopt, and implement new projects and assignments and to perform activities in professional manner.

PROFESSIONAL EXPERIENCE

Jan 2015- till date working at **DigiCable India ltd**, as “SMS executive ”

JOB PROFILE- MIS Reporting and Data Management

- Good Command on MS Excel & Data Management.
- Managed the Month end, Quarter end, and Year end closings, with all required reports
- Prepare Monthly Reporting
- Working on software tool (Media nucleus) such as editing subscribe editions, Add new subscriber, Bulk bouque subscriber,
- Database management using Advance Excel - Advance Filter, Functions & Formulas, Pivot table, Importing & exporting data, validations
- Ability to analyze completeness of applications, interpret information and enter data into a computer system.
- Ability to establish effective interpersonal relationship with term & with clients and supervisors.
- Ability to work independently and as part of a team
- Ability to work under pressure and to tight deadlines
- Ability to communicate effectively with clients, both orally and in writing in English

ACADEMIC QUALIFICATION

- Pursuing Bachelor of Computer Science From (IGNOU)
- Passed Intermediate (10+2) Examination from C.B.S.E Board.

TECHNICAL

Tools : Knowledge of software packages: Ms. Office. (MS-Word, Ms-Excel, PowerPoint, MS-Access), Microsoft Outlook and Internet

Operating system : Windows 7 and Windows 10

STRENGTHS

- Good analytical & problem solving skills with respect to Data Management
- Excellent written and verbal communication skills
- Quick learner & self-motivated
- Can do attitude and result oriented

PERSONAL DETAILS

Name : Raj kumar
Father's Name :Mr. Arvind singh
Address : I-20 kirti nagar new delhi -110015
Marital Status : Single
Nationality : Indian
Hobbies : Playing foot ball, watching movies, Exploring new places