

CURRICULUM – VITAE



NIKHLESH KUMAR
G – 45 BATLA HOUSE
MURADI ROAD JAMIYA NAGAR
NEW DELHI - 110025
8076778716/ 9971239483^w

CAREER OBJECTIV:-

To achieve professional excellence in any above mentioned field that provides Me opportunities to apply to fully utilize and develop my knowledge, skill information And education, I am easily motivated confident and honest and dedicated to my job. .

STRENGTH:-

- Healthy, hand worker, team player positive attitude and Boundless Energy, Quick learner innovative, ability to adapt to situation Hardworking Self – believed And respect other Diligence, confidence, sincerity & loyalty
- Good communication and writing skill.
- **Computer skill:-** MS office, Windows, Data Entry

QUALIFICATION DETAILS :-

- 10TH Passed form C.B.S.C board
- 12TH Passed form N.I.O.S.
- B.A. Passed form JAMIA MILILA ISLAMIA (ARJUN SINGH DISTANCE MODE)
- I have basic computer knowledge

Work EX PERIENCE:-

Presently working with **H.R international** in Delhi Indian office **boy cum Data entry operator** form **jun – 2014**

JOB OPPORTUNITIES :-

1. Clean the office at the start of the day.
2. Keep and maintain the cleanliness of kitchen/ pantry .
3. Ensure the availability of all kitchen and supplies at all.
4. Time (i.e. soap air freshener, tissue, coffee, tea, sugar, etc) .
5. Prepare the drink of the employees and guests 5. Order food for Guests/ employees as request.
6. Organized, clean and neat.
7. Previous work experience as cleaner tea boy.
8. Knowledge in preparing various tea & coffee (specially Arabic drinks/ coffee/ tea) Respectful and courteous.
9. Insert customer and account data by inputting text based and numerical Information from source documents within time limits.
10. Compile verify accuracy and sort information according to priorities to Prepare source data for computer entry
11. Research and obtain further information for incomplete document
12. Generate report store completed work in designated location and perform and backup operations
13. Scan documents and print files, when needed
14. Keep information confidential and access relevant files
15. Comply with data integrity and security policies
16. Ensure proper use of office equipment and address any malfunction

PERSONAL INTEREST

Listening Music

PARSONAL DETAILS :-

Fathers Name : BALBIR SINGH
Date of Birth : 21/09/1991
Sex : Female
Nationality : Indian
Marital Status : UN Married

DECLARATION

Declaration I do hereby declare that the information furnished above is true to the best of
May knowledge

DATE: _____
PLACE: _____

Signature
(NIKHLESH KUMAR)