

Curriculum Vitae

Naveen Kumar

House No.124 KH No.311/1
Village Neb Sarai Post Office
IGNOU Maidan Garhi
New Delhi- 110068.
Mobile No: 9015121334

E mail: Naveen7714@gmail.com

Career Objective:

I am an extremely dedicated and result oriented professional with passion to work and believe in setting high target for both self and team to achieve the organizational goals. With regard to my strength I am a person with positive attitude. I am mentally very strong person like to take new challenges to believe in making relationship at all levels.

Academic Qualification:

- Pursuing B.A 2ND Year from **IGNOU**
- Passed 12th (CBSE) from **New Delhi**.
- Passed 10th (CBSE) from **New Delhi**.

Technical Qualifications

- Diploma in Ms-Office Basic Course from CCTR Computer Education, Lado Sarai, New Delhi.
- Diploma Certificate in Consignment Booking Assistant Course with A Grade from National Skill Qualification frame work New Delhi.
- Diploma Certificate in Field Technician – Computing and Peripherals with B Grade from National Skill Qualification frame work New Delhi.

Work Experience:

- Two Year work in RK CA Association as a **Junior Auditor**.

Strengths

- Ability to quickly adapt to new responsibility.
- Friendly nature –so able to work in a team.

Hobbies

- Reading, Dance, Singing, etc.

Extra Activity

- Attend Function and program of Nehru Yuva Kendra under Bhe Divyansh NGO. Lado Sarai, New Delhi,.

Language

- English and Hindi

Personal details:

Date of birth	:	25-06-1992
Gender	:	Male
Marital status	:	Unmarried
Fathers name	:	Mr. Vinod Kumar
Nationality	:	Indian

Declaration:

I hereby declare that all the information provided by me in this C.V is true and best of my knowledge and I accept the responsibility for any misrepresentation.

Place: New Delhi

Date: / /

(Naveen Kumar)