

CURRICULAM VITAE

RANJEET KUMAR

Hs.No 96, Village Tikawali, Near Sec 89

Faridabad 121002

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CAREER OBJECTIVES:-

To work in a challenging and stimulating environment, where I can learn and deliver my best for the dynamic growth of the organization, as well as my career.

ACADEMIC QUALIFICATION:-

QUALIFICATION	BOARD/UNIVERSITY	YEAR	PERCENTAGE
P.G.D.C.A	Alfa Computer Center Alivihar New Delhi	2008	68%
B.A.	University Of Delhi	2014	48%
INTERMEDIATE	N.I.O.S New Delhi	2011	47%
HIGH SCHOOL	U.P. Board	2005	70%

KEY AREA OF EXPERTISE:-

Productivity : M.S. Office 2003, 2007(Word, Excels, PowerPoint) and DTP

English Typing : 70 Words per Minutes.

WORK EXPERIENCE:-

- 1yrs Exp in FIS Global Business Soltion Pvt Ltd Udyog Vihar Gurgaon.

Job Responsibility:-

Work as FIS Global Business Solution (Check Processing and Ballacing with Invoice)

5yrs Exp in Blue Dart Express Ltd E-tail Incharge at Faridabad Branch

Job Responsibility:-

Work as CRM (Customer Relation Management) Operation Incharge in **Blue Dart Express Ltd**

- Find soft data by client & update data in to Software.
- Compile soft Data & make a master File.
- Make MIS report by Master File.
- MIS report share with Client daily basis.
- Make analysis report & share to our senior
- Find client complaint & resolve by mail & coordinate to Customer
- Also Manage All Pickup Rout and Process at Destination wise and send all load to hub

3yrs Exp in Input India Pvt Ltd X-57 Okhla Phase II, New Delhi

- Worked as a Data Entry Operator in Back Office.

Current Working in Mirza International Ltd in Faridabad

Job Responsibility:-

- Worked as a Catloging (Back Office)
- Check all Return shpt and update in system and mentain the all Data.
- Also Handling all RTO Department and data entry.
- Log in file into M.I.S.

HOBBIES:-

- Singing Song
- Cricket

PERSONAL DETAIL

- Father's Name : Sh. Devendra Kumar
- Mother's Name : Smt. Lalita Devi
- Date of Birth : 01-09-1988
- Nationality : Indian
- Sex : Male
- Marital Status : Married
- Languages Known : English, Hindi

- Permanent Address : Village Haradiya, Post Bhala (Nonahara), Dist
Ghazipur Uttar-Pradesh 233303

Declaration – I hereby declare that the above information and particulars are true and correct the best of my knowledge and belief.

Place: - Delhi

Date: -

Signature

(Ranjeet Kumar)