

CURRICULUM VITAE

Mr. Shiv Kumar
Street No. 10,
Govindpuri Kalkaji,
New Delhi-110019 (On Rent)

Contact No. 9811607668
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CAREER OBJECTIVE:

I believe that success lies in good leadership. I create niche of myself in the service industry. I want to work in dynamic and challenging environment, which allows me to utilize my skills to their full potential.

EDUCATIONAL QUALIFICATION:

- Passed 10th from UP Board of Allahabad in 1997.
- Passed 12th from UP Board of Allahabad in 1999.
- B.A. (Complete) from ChhatrapatiShahooJiMaharaj University Kanpur U.P. in 2002.

TECHNICAL QUALIFICATION

- One year's Diploma in Computer Operating from VidyaInfotech Farrukhabad U.P. in 2005
- One Year Diploma in Computer Operating (MS Word/MS EXCEL) From SIIT Gobindpuri Kalkaji N.D. – 19 in 2016.

PERSONAL DETAILS

- I have Driving License.
- I have UIDAI (AADHAAR CARD) as a ID Proof.

WORKING EXPERIENCE

- **9 Year and 5 Months Exp. In Computer Operator –cum-Office Executive Works and also Handling office Documentation and Field Management Works in International Publishing Co. Okhla Industrial Area, New Delhi – 110020 from Dec. 2007 to April 2017.**
- **1Year Experience in Sales Executive -cum-Field Executive Works and also handling office Management in RESTOR (A Unite of dStor Technologies Pvt Ltd Nehru Place Office From Sep 2017 to Sep2018.**

PROFESSIONAL KNOWLEDGE

- **Good Working Knowledge on M.S. Word and M.S. Excel.**
- **Good knowledge in office maintenance & Documentation works.**
- **Good knowledge in office Executive Works.**
- **Good knowledge in Computer Operating Works.**
- **Good Knowledge in Field Executive Works.**
- **Good Knowledge in Sales Executive (Store/Showroom/Counter /Retail Shop) Sales Works.**

HOBBIES:

- **Enjoy with Works.**
- **Making Good Relationship with my seniors and others.**
- **Respect All Seniors.**

Name

PERSONAL DETAILS:

- **Shiv Kumar**
- **Date of Birth - 01/07/1981**
- **Father's Name - Sri Raja Ram**
- **Nationality - Indian**
- **Marital Status - Married**
- **Religion - Hindu**
- **Language Known - Hindi and Fluent In English**

Above Information are True & Correct to the best of my knowledge & belief.

Salary Expected- Negotiable

Dated

Place

(SHIV KUMAR)