

CURRICULUM VITAE

ANUJ KUMAR

B.COM

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Objective:- To work in an organization where my knowledge and skills are enhanced and I am able to grow and contribute to the organizational growth.

Work Experience :- 5+ years

1. **Department :** Ministry of Defence (Varanasi) U.P.
Designation : Jr Clerk (23 Oct. 2013 To 31 March 2016)
2. **Company :** Mahindra & Mahindra Ltd. (Gurugram) Haryana
Designation : Computer Operator. (1 Oct. 2016 To 21.Nov. 2018)
3. **Company :** Wingreens Farm Pvt. Ltd (Gurugram) Haryana
Designation : Data Entry Cum Accounts. (Currently Working From 22, Nov. 2018)

Job Profile:-

- Responsible for maintain records of account.
- Maintain daily process planning works report.

Educational Details:-

- High School in 2005 from UP Board Allahabad with 48% Marks.
- Intermediate in 2007 from UP Board Allahabad with 57% Marks.
- Graduation in 2010 from CSJM University Kanpur with 55% marks.
- PGDCA Diploma from EIILM University Sikkim.

Technical Skills-;

- Ms Office (Word & Excel). Typing (Hindi,English)
- Tally

Professional Summary:-

- Ability to work independently and as well as team environment.
- Good inter relationship skills committed result oriented hard working with a quest and zeal to learn new technology
- Proficiency in internet and e-mail

Personal Profile:-

Father's Name : Mata Deen
Mother's Name : Veereshwaridevi
Date of Birth : 05/10/1989
Marital Status : Unmarried
Nationality : Indian
Religion : Hindu
Language Known : Hindi & English
Sex : Male
Address : Village: Rajlamai, Post: Kisroli,
Distt.Farrukhabad (U.P.) 209503

Date :-

(Anuj Kumar)