

CURRICULUM - VITAE

ARVIND KUMAR

CN-457 BHANWAR SINGH CAMP

D-BLOCK VASANT VIHAR

NEW DELHI-110057

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OBJECTIVE

My objective is a carrier position in a creative, result oriented and progressive organization, which will allow me to work in a competitive environment so that I can contribute my best to find new opportunities for the company. I am confident that I can make visible contribution to any organization. To be a part of an esteemed organization and to work with full dedication, sincerity and honesty in order to add on the profitability of the organization and to make employer proud.

WORK EXPERIENCE

Organization:-

4 years of experience in Data Entry Operator.

- Company Name: - **Utility Powertech Limited.**
Duration :- (February, 2012-January, 2016)
Place: - Delhi
Job Profile: - Data Entry Operator.
- Currently working with **Bureau of Energy Efficiency** as a DATA ENTRY OPERTOR.
Duration: - (January, 2016 – Till Date)
Site Location: Ministry of Power

EDUCATIONAL QUALFICATION

- Bachelor of Arts (BA) from University of Meerut 2012.
- XII Passed from Allahabad Board 2009
- X Passed from Allahabad Board 2007.

Computer Awareness:

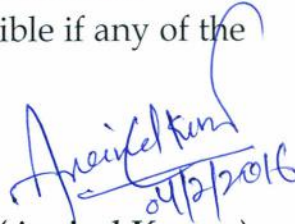
- Typing Hindi & English
- Scanning
- Excel
- Internet
- Office Tools: MS Office.

PERSONAL PROFILE:

Father's Name : Shri Om Prakash
Date of Birth : 7th July, 1988
Marital Status : Married
Religion : Hindu
Nationality : Indian
Language Known : Hindi & English
Hobbies : Listening music, Bike Riding swimming & playing with Computer.

- **Deceleration:-**

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I shall be responsible if any of the above statements are incorrect at any stage in future.


(Arvind Kumar)

Date: 4th February, 2016

Palace: New Delhi