

# **CURRICULAM-VITAE**

**SANNU KUMAR**

**Mob:- +918826966250**

**kumar2sannu@gmail.com**

## **Objective:-**

To use my skill in any organization that provides challenges and Opportunities to progress through the recognition of hard working.

Flexible to work in 24\*7 working environment.

## **Professional Experience:-**

One year experience with TGH (The Global Helpdesk) as a Mail Executive in Bharti Airtel Limited (June 2016 to till date)

## **Job Responsibilities:-**

Managing the process related functions on daily basis.

Assist customers the courier dispatch through emails and phones.

Preparing daily, weekly reports and sent to amine department.

All employ query solution on Telephone and Email.

Daily arrangement all document and form required services.

Dispatch Management.

Courier tracking & record in excel.

Daily courier entry and send to a courier outgoing & inbound.

Office Administration.

Attendance Management.

Organizing/ File Maintenance.

Facilities Management.

## **Computer Skills:-**

**Operating System:-** Windows XP, Windows 7, 8, 8.1.

**Application:-** MS-Word, MS-Excel

**Other:-** Internet suffering, Operating System troubleshooting

## **STRENGTHS:-**

Helping Nature.

Ability to work in group.

Ability to adapt new environment.

Quick leaning and hard working.

## **Qualification:-**

10<sup>th</sup> Passed from Bihar Board, Jamui

12<sup>th</sup> Passed from Bihar Board, Jamui

B.A. Pursing from Bihar Board, Nawada

## **Personal Details:-**

Name	:	Sannu Kumar
Date of Birth	:	15/10/1999
Father's Name	:	Sh. Satyendra Singh
Marital Status	:	Unmarried
Nationality	:	Indian
Sex	:	Male
Language Known	:	Hindi, English
Religion	:	Hindu
Hobbies	:	Reading Books, Playing Cricket
Present Address	:	Vill. Kapashera , New Delhi
Permanent Address	:	Vill.- Karma Ps.- Sikandra, Disst.- Jamui, Bihar

I hereby, declare that all above given information are true & best of my knowledge.

Date: -

(Sannu Kumar)

Place:-