

# **CURRICULUM-VITAE**

**Rahul kumar**

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## **OBJECTIVE:**

To secure a responsible and challenging position with a progressive company in ways that will enable me to contribute my knowledge and skills towards enhancement of the company image at the same time providing me with an opportunity for professional development.

## **EXPERIENCE:**

### **Alpro Panels.**

#### **Office Assistant (June 2018- Present)**

##### **Responsibility:-**

- Established efficient workflow process, monitored daily productivity and implemented modification to improve overall effectiveness of office personnel and activities.
- Managed the reception area, including responding to telephone call , in-person requests, internal and external communications and greeting visitors.
- Answered call in a timely matter and forwarded to appropriate parties.
- Prepared source data for computer entry by compiling information.
- Created files, reports and records while maintaining confidentiality.
- Input all documents into the records management system.
- Supported executives in providing customer and performance reports and allowing for informed decision-making on company in improvements and corrective actions.
- Handling incoming and outgoing correspondence, including phone and email etc.

### **Pitts Dot Pvt Ltd.**

#### **Computer operator (Jan 2017- April 2018)**

##### **Responsibility:**

- Handling office calls and email and online chatting on websites.
- Handling customer query and coordinating to sales person.
- Schedule and coordinate meeting and appointment.
- Manage staff expenses reports.
- Maintain sales and purchase entry.

## **Competent Software Pvt Ltd.**

### **Process associates (Sep 2015- Dec 2016)**

- Processing online data work. Process online correction and resolve issues using advance software proficiencies.
- Handled any conditions sent from underwriting department.

## **CBSL GROUP.**

### **Process associates (2014-2015)**

- Prepared documents, reports and edit correction using advance software proficiencies.

### **Education:**

- Completed B.com from (Delhi University) from delhi with (50%).
- Higher Secondary School Certificates From C.B.S.E Board with (65%)
- Secondary School Certificates From C.B.S.E Board with (60%)

### **Technical education:**

- Ms office, internet browsing and emailing and chatting.
- Tally with Gst ( Sale, Purchase, Credit note, Debit note, Bank statement...etc) and typing.

### **Personal skill:**

- A strong willingness to learn new skill and abilities and observe perception.
- Initiative for taking new responsibilities and high interpersonal skills.
- Ability to establish team work.
- Like to interact with people to know them. Understand and help them to solve their problems.
- Good communication , analytical and interpersonal skill.

### **Personal details:**

Gender: - Male

Date of birth: - 12 November 1991

Father's Name: - Mr. Inder Dev

Mother's Name: - Mrs. Meena Devi

Language know: - Hindi And English

Marital status: - Single

### **Hobby:**

Listening music and playing cricket.

### **Declaration:**

**I hereby declare that the fact given in resume are correct to best of my knowledge and belief.**

**Date:**

**(RAHUL KUMAR)**

