



# ARUN KUMAR

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C1/82, NEHRU VIHAR, KARAWAL NAGAR ROAD, DELHI-110094

Phone: 8826-07-4924|Email : [arunsrivias@ymail.com](mailto:arunsrivias@ymail.com)|Date of Birth: April 2, 1988

## **CAREER OBJECTIVE**

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills & abilities in the field of IT technology and Data Processing and Analyzing.

## **TECHNICAL SKILLS**

**Programming Language :** Asp Dot Net, C, HTML

**Database :** SQL Server 2000, 2005, 2008

**Operating System :** Window 98/ Vista/ XP/ 7/ 8

**Web Technology :** Asp Dot Net

**Microsoft Office :**(Ms Word, Excel, PowerPoint, Internet etc)

## **PERSONAL SKILLS**

- Excellent written and verbal communication skills.
- Highly organized and efficient.
- Ability to work independently or as part of a team.

## **Academic Qualification**

- 10<sup>th</sup> Pass out from CBSE Board New Delhi (64%).
- 12<sup>th</sup> Pass out from CBSE Board New Delhi (57%).
- CIC (Certificate in Computing) from IGNOU New Delhi (58%).
- BCA (Bachelor in Computer Application) from IGNOU New Delhi (58%).
- Pursuing MCA (Master in Computer Application) from IGNOU New Delhi).

## **Professional Qualification**

- Basic Knowledge of Computer.
- Good Knowledge in Search Engine Optimization (SEO).
- Having Good Knowledge in Data Entry, Data Analysis and English Typing.

### **Project Undertaken in (BCA)**

**Project** : **Online Hotel Booking (HotelClark.com)**  
**Tools Used** : Asp.Net 2003 & SQL Server 2000.  
**Description** : In this project information on the facility to book hotel rooms and other facilities were discussed and demonstrated.

### **Project Undertaken in (MCA)**

**Project** : **Online Banking(ApexBank.com)**  
**Tools Used** : Asp.Net 2003 & SQL Server 2000  
**Description** : In this project basically information and demonstration on the facility of all kinds of transactions related to amount, Opening-Closing Different of Accounts, Providing different types of loans etc.

### **Experience**

- 1 Year Experience as a **SEO (Search Engine Optimization)** (Delhi).
- 6 Months Experience as a **Process Associate** in **Competent Software Pvt. Ltd (Noida)**.
- 2.5 Years' Experience as a **Data Entry Operator** in **MHA (Ministry of Home Affairs)** (New Delhi).
- 1.6 Years Experience in **NIMR (National Institute of Malaria Research)** as a **Data Entry Operator** where I have undertaken data entry in WHO software and other formats for presentation of data.
- Working in **NIOS (National Institute of Open Schooling)** as a Executive Assistant since Nov, 2018 in D.EL.ED Project.

### **Declaration**

I hereby affirm that the above mentioned facts are true to best of my knowledge and I shall be responsible for any discrepancy found.

**Place: Delhi**

**(Arun Kumar)**

**Date:09/10/2017**