

## JITENDER KUMAR

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### Objective

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My objective is to obtain a position in a progressive organization that gives me scope to upgrade my knowledge and skills in accordance with the latest trends and be a part of team that dynamically walks towards the growth of organization and advance efficiently and productively.

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### Skill Set

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- ✓ MS Office
- ✓ Internet Savvy.
- ✓ MS Excel.
- ✓ Scanning
- ✓ Data Entry
- ✓ Document Shredding MIS

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### My Key Traits

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- ✓ Time Management.
- ✓ Quick Learner.

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### Experience Summary

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**Shona Corporate Services Pvt Ltd**

**Nov 2013 - Present**

**Client:- CITI BANK.**

**Designation: Office Boy.**

**Roles:**

- Working as a scanner for process documents.
- Daily Scanning for all the loans copy and wires received in TAT.
- Segregation of all the copy wires received as per time and priority.
- Preparing daily MIS of all the document scanned and shredded.
- Ensure all the documents are scanned and shredded on time.

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### Academic Summary

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S. No.	Std. / Degree	Board / University	Year of Passing
1	HSC (12th)	National Institute of Open School	2014
2	SSC(10th)	National Institute of Open School	2011

## **Personal Vitae**

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Father's Name : Shri Nand Ram  
Date of Birth : 27 May,1991  
Gender : Male  
Linguistics abilities : English, Hindi  
Nationality : Indian  
Marital Status : Married

**I hereby declare that the information furnished above is true to the best of my knowledge & belief.**

**Place: Gurgaon, Haryana**

**Date:**

**(Jitender Kumar)**