VIJAY KUMAR

Mob: +91 –9934602378

Email: vijaykr.ranchi@gmail.com

To work with an organization, which can provide me constant learning, leading to intellectual growth, enhance my creative skills and to achieve top cadre by setting benchmarks both at organizational and personal front and making positive contributions towards the organization.

PROFESSIONAL SYNOPSIS

➢ A dynamic professional with 11 year & 10 month of experience.

➢ Significant exposure in maintaining minimum Turn-around-Time as well as interacting with team members and cross functional leads.

➢ Preparation of Village map Digitization in Auto Cad.

➢ Working in Computer Repair, Formatting in any problem and software installation in computers.

➢ Typing of Reports in Hindi & English.

➢ Excellent communication & interpersonal skills with strong analytical, team building, problem solving and organizational abilities.

➢ Internet chatting, surfing, downloading etc.

PERSONAL DETAILS

1.	Name of Applicant	-	VIJAY KUMAR
2.	Father's Name	-	Sri Sudama Sharma
3.	Date of Birth (In figure)	-	05.03.1983
4.	Sex	-	Male
5.	Nationality	-	Indian
6.	Category/Religion	-	General/Hinduism
7.	Marital Status	-	Married
8.	Permanent Address	-	Village – Ladhpur, P.O – Bathuwa Bazar
			P.S. – Phulwariya, Dist. – Gopalganj (Bihar)
			PIN – 841425
9.	Correspondence Address	-	#D.T. – 2030, Mahavir Mandir, Tanki Side
			P.O + P.S - Dhurwa, Dist. – Ranchi (Jharkhand)
			PIN – 834004
10.	Contact No.	-	Mobile No. – +91 7549236768, 9934602378

11. Educational Qualification -

Examination Passed	Board/University	Specialization	Passing Year	% of Marks	Class
Matric	B.S.E.B, Patna		2000	45.14	2nd
Intermediate	J.I.E.C, Ranchi	Commerce/Accounts	2002	51.11	2nd
Graduation	Ranchi University Ranchi	Commerce/Accounts	2010	50.13	2nd
Diploma	New Hi Techno Computer Centre	Computer Application	2005		
Typing	New Hi Techno Computer Centre	Hindi – 35 wpm English – 45 wpm	2006		

12. Present Employment   -   Computer Operator in Sigma R.D. Consultant (P) Ltd, Ranchi.

From May 2006 to till date.
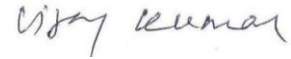
Software Skills

AutoCAD, MS Office, PageMaker, Photoshop, Tally, Global Mapper etc

IT Skills

Windows Application Packages: XP, XP-2, WINDOW-7 and other new application.

Declaration

I hereby declare that all information mentioned above are true and correct to the best of my knowledge and belief. If any of the information id found to be incorrect before or after selection, my candidature may be cancelled.

Place : Dhurwa

Date: 12/06/2018   **Signature of Candidate**