

ASHOK KUMAR

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OBJECTIVE:

To work in an atmosphere that has a professional work ethics, a performance driven culture and full of opportunities to utilize my knowledge, expertise to contribute in the area of development that can create a difference in construction industries.

ACADEMIC QUALIFICATION:

- High School from U.P.Board.
- Intermediate from U.P.Board.

PROFESSIONAL QUALIFICATION:

- Graduation from Chhatrapati Shahu Ji Maharaj University, Kanpur.
- Diploma in Computer Application.

PROFESSION SKILLS:**A. OPERATING SYSTEM:**

- Window 8.0, Window Home Basic 7.0, Window XP

B. OFFICE PACKEGS:

- Ms-Office (Word, Excel, Power point)
- Internet Browsing

PROFFESIONAL EXPERIENCE:

Company:	Jaiprakash Associates Limited
Position:	Billing Data Entry Operator
Project:	Construction of Access controlled six lane (Extendable to Eight Lane) YAMUNA EXPRESSWAY PROJECT Between Greater Noida to Agra.
Period:	May 2010 to Till date

Key Responsibilities:

- Preparation of Management Information System (MIS) report.
- Entry of all the running bills in System Application Programme (SAP) software.
- Generating of Purchase Order (PO) and Vender Code (VC) using SAP software.
- Entry of all work orders detail along with contractors name, nature of work, period, value of workdone, date of start and completion date etc.

- Maintain all the work orders (Project wise).
- Entry of all passed RFI (Request for Inspection) date wise in Excel.
- Entry of all received bills from site, using Excel software.
- Responsible for all the indents related to billing section.
- Co-ordinate with account section and store department.

SUMMARY:

- A Self motivated and organized professional skilled in executing, task detail to achieve overall and goals.
- Pleasing personality with good Communication skills convincing capability.

PERSONAL DETAIL:

Name:	Ashok Kumar
Date of birth:	28.02.1988
Father's Name:	Shri Tej Singh
Nationality:	Indian
Language Known:	Hindi, English
Marital status:	Married
Address:	Village-Mahigwan, Post- Chitayan, Distt- Mainpuri-206303 (U.P.)

Date:

Place:

(Ashok Kumar)

