



# PARVEEN KUMAR

Office Assistant/Associate

**D.O.B: 5<sup>TH</sup> MARCH, 1996**

**APPLYING FOR THE POST OF \_\_\_\_\_**

## OBJECTIVE

Seeking a challenging opportunity in high growth oriented organization where my developer, analytical and problem solving skills can be applied and improved.

## CONTACT

### PHONE:

+91 9354275327

### ADDRESS:

H.No. A-178, A-Block, Sangam Vihar, New Delhi-110080, Delhi

### EMAIL:

[pravinbatra000@gmail.com](mailto:pravinbatra000@gmail.com)

## STRENGTH

- ❖ Ability to learn new task quickly
- ❖ Team building and leading skills.
- ❖ Ability to educate people about services

## WORK EXPERIENCE

### ❖ KRISHNA INDUSTRIES

Office Assistant/Associate, Backend

**Working Since 1 July 2018**

### ❖ KRISHNA INDUSTRIES

DEO/Computer Operator, Backend

**20 July 2016 to 30 June 2018**

### ❖ BATRA HOSPITAL, New Delhi

DEO in Collection Department

**1 January 2015 to 30 June 2016**

## EDUCATION

### ❖ IGNOU

Pursuing

**M.A in Political Science**

### ❖ Delhi University

October, 2018

**B.A (Prog.)**

### ❖ CBSE, 12th

2014

### ❖ CBSE, 10th

2012

## PERSONAL DETAILS

- ❖ Father's Name: **Mr. Ram Pal Singh**
- ❖ Date Of Birth: **5 March. 1996**
- ❖ Religion: **Hindu**
- ❖ Nationality: **Indian**
- ❖ Marital Status: **Unmarried**
- ❖ Language Known: **English & Hindi**

## SKILLS

- ❖ Professional Communication
- ❖ English (Conversational)
- ❖ Data Entry
- ❖ Data Maintaining
- ❖ MS-Office
- ❖ Emails
- ❖ Typing

## COMPUTER LITERACY

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- Emails (Outlook/Google/Yahoo & etc.)
- MS Excel & Google Spreadsheet
- Word, PPT, Photoshop/Editing
- Internet Browsing
- All Basic & Advanced Application

## CURRENT WORK PROFILE

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- To handle the projects/operations of the company.
- Dealing with client & vendors to provide and take services.
- Organizing & Maintaining records, files and data of clients and vendors.
- Scheduling meetings and Plan of Action.
- Completing assigned tasks prior to the given timeline.
- Maintaining a professional environment in Office/Company.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place: NEW DELHI

*Parveen Kr.*

Parveen Kumar