

# CURRICULUM VITAE



## **Umesh Kumar**

E- Block, H.No-593, MangolPuri

New Delhi - 110083

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## **Carrier Objective:**

To contribute successfully towards the achievement organization objective and ensure continuous ascend on the path of growth on a sustainable basis for organization, where I serve.

## **Experience:**

- 9 year experience as a Computer Operator & Filed Work in **GLOMED SYSTEMS** Sec-3, Rohini, Delhi.
- Currently Working in **UNIVERSAL MEDICAL INSTRUMENT DELHI** as a Online Marketing on **(GeM)** (Medical Equipments uploading in GeM Portel Tender Executive) & **Flipkart, Amazon, Tradeindia** Uploading Product and Filed Work.

## **Educational Qualification:**

- 10th passed from C.B.S.E Board of Delhi in 2007.
- 12th passed from C.B.S.E Board of Delhi in 2009.
- B.A (Programme) Final from Delhi University.
- Pursing MPA (Master of Public Administration) From IGNOU.

## **Key Skill:**

- One Year Diploma in Computer (Excel, MS Office) & (Tally5.4, Tally6.3, Tally7.2, Tally8.1, Tally9.0ERP).
- Three Month Certificate in Computer Auto CAD (2D & 3D).
- **Operating System** : Window 98/2000/XP,Vista,Window 10
- **MS Office** : Win98/2000/XP/2003
- **Hardware** : Installation, Assembling,

## **Strenghts:**

- Good communication skills to present points precisely and clearly.
- Good analytical skills to solve the problem efficiently.
- Confident and dynamic.
- Excellent team player and coordinator.

**Personal Details:**

Father's name	:	Sh. Manoj Kumar
DOB	:	26 July 1992
Sex	:	Male
Nationality	:	Indian
Marital status	:	Unmarried
Language	:	Hindi & English
Hobbies	:	Learning New Skills, Listening Music, Games

**Date:** \_\_\_\_\_**Place:** \_\_\_\_\_**Signature**