

RESUME

21/2 SCH 'B' PRESIDENT ESTATE

NEW DELHI-110004

MOBILE NO. 9958443461

E-MAIL:-

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JATIN KUMAR

CAREER OBJECTIVE

To build up career with an organization that could provide ample opportunities for the enhancement of professional capabilities and to consistently reflects high standard of performance and integrity ensuring thereby organization and professional growth.

ACADEMIC QUALIFICATION

- M.A. (Political Science) : Passed from (IGNOU), Delhi
- Graduation : B.A (Pass) From DU in 2011
- Senior Secondary : CBSE, From Delhi in 2006
- Secondary : CBSE, From Delhi in 2004

COMPUTER KNOWLEDGE

- Six Month Certificate Course from Ambedkar Bhawan, New Delhi.
- Knowledge of Microsoft Excel, Microsoft word and PowerPoint.

TYPING SPEED

- 45 wpm in English

WORKING EXPERIENCE

- Three months experience in LI Technologies Pvt. Ltd. as Data Entry Executive in the Sales & Marketing department.
- One year six months experience in MCD Accounts Department as an Executive in Govt. of NCT of Delhi. (salary & pension work in Excel, making reports)
- Four years' experience in Centralized Accident & Trauma Services (CATS) Ambulance Office as Data Entry Operator. (Vehicle maintenance branch, make report of administrative approval, expenditure sanctions, sanction orders, file movement records, manage data).

JOBS DESCRIPTION

Working in Microsoft Excel, MS Word, Internet, Making Reports, Manage Data, Check E-Mails.

PERSONAL INFORMATION

➤ NAME	:	JATIN KUMAR
➤ FATHER'S NAME	:	MR. RAMESH KUMAR
➤ DATE OF BIRTH	:	22th SEP, 1986
➤ NATINALITY	:	INDIAN
➤ GENDER	:	MALE
➤ MARITAL STATUS	:	MARRIED
➤ LANGUAGE KNOWN	:	HINDI & ENGLISH
➤ HOBBIES	:	PLAYING CRICKET

DATE: _____

PLACE: _____

(JATIN KUMAR)