

Rajendra Kumar

Present Add.

J-65, Sector-22, Noida-201301

Mobile No.-7906091517

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OBJECTIVE

My career objective to obtain a challenging position suitable to my skills, to work explore in real world, to help the organization's to expand further and to help myself grow further professionally and financially.

ACADEMIC DETAILS

Degree/Course	Institution	Year of Passing	Percentage / Grade
BCA	Sai Institute of Para-Medical and Allied Science, Dehradun	2011	68.17
Intermediate	BSIC Roopwar Bhagawanpur, Ballia	2008	51.2
High school	Subhdra H S S Bhanikara, Ballia	2006	59.17

FIELD OF INTERESTS

- Computer operating
- Chat and mail
- Internet work

EXPERIENCE

Two year six months experience in "M/S KUMAR ENTERPRISES, BADARPUR, DELHI" as Office Assistant Computer Operator.

SKILLS

- MS Office word, excel and PowerPoint
- Online work
- Handle multiple tasks

STRENGTH

- Easy adaptability to new concepts and ideas
- Positive attitude
- Ability to handle multiple tasks

HOBBIES

- Playing cricket
- Listening music
- Internet surfing

PERSONAL DETAILS

Father name	- MR KISHAN LAL
Date of Birth	- 12/04/1988
Marital status	- Married
Gender	-Male
Language known	-Hindi, English
Religion	-Hindu
Nationality	-Indian
Permanent Add	-Moh.-Bukhara, Near Shiv Mandir, Distt-Bijnor-246701

DECLARATION

I hereby certify that all the information furnished is correct to the best of my knowledge

Date :

Place :

RAJENDRA KUMAR