

Amit Kumar

Valsad, Gujarat

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To Obtain a Position That Would Utilize The Progressive Experience And Skills In The Field Of Commercial. Personally, I Would Want To Excel In This Field Through Hard Work, Skills, And Perseverance.

Willing to relocate to: Vapi, Gujarat - Silvassa, Dadra and Nagar Haveli - Daman, Daman and Diu

Work Experience

Computer Operator Cum Production Cordinetor

At Arsh Fashion Pvt. Ltd

September 2018 to Present

JOB PROFILE

- * Daily Production Details Mentain According Dash Board Tool In Excel Sheet.
- *All Stitching Dept. Tailor Production And Operation Details Mention In Excel Sheet Daily Basic.
- *All Stitching Dept. Salaries Mentain In Excel Sheet.
- *Reporting Daily Basic Production Manager And H.O.

Computer Operator In Admin Department

Master Marine Services Pvt. Ltd

December 2017 to 2018

Education

Bachelor's in Commerce

Lalit Narayan Mithila University, Darbhanga (Bihar) - Vapi, Gujarat

January 2017 to Present

Skills / IT Skills

- MS EXCEL (2 years)
- MS WORD (2 years)
- WORD (2 years)
- MS OFFICE (2 years)
- EXCEL (2 years)

Additional Information

Technical Skill

*Proficient In Use Of Ms Office (MS Word, MS Excel, Power point)

*Tally ERP-9.0

*Typing Speed In English 40 W.P.M.

Personal Traits

*Adaptable To Variable Situations, Quick To Grasp New Concepts And Skills.

*Self-Starting, Requiring Minimal Supervision.

*Successfully Maintain Effective Personnel Relationships While Remaining Results-Oriented.

*Believe In Achieving Set Target In Minimum Possible Time.