

Curriculum – Viate

Present Address:

H. No. 93, Gali No. 1
Bhawani Enclave
Gurgaon (Hr)122001

Mob. No. 9718300128
E-Mail-friendsvivek774@gmail.com

Vivek Kumar

Objective:

I always make an effort to given continuity & honest in my work with acceleration and compact capability.

To serve and enter a symbiotic relationship with a dynamic and growth oriented organization which can utilize the inherit talent .The incumbent to the maximum work on challenging and dynamic project with good mean in fully to organization objective.

Educational Qualification

- **B. A -** Maghad University Bodhgaya Bihar.
- **12th -** BSEB in 2010.
- **10th -** BSEB in 2007.

Professional Qualification:

- **One year Diploma in Computer from Gurgaon with 70%.**
- **MS Office Complete. Tally, Photo Shop, C,C++ Language and Internet.**

Achievement & Awards

- Active member of various Skit & Dancing competitions conducted at school level.
- Participated in Cricket & Handball competition conducted at school level.

Experience:

- **One year worked with Sunvisor India Pvt. Ltd. Gurgaon as a Computer Operator Department & Store.**
- **2 years worked with S.S Lootha Construction LLC Dubai (UAE) as a Computer Operator & Store Department. From 24 .10. 2013 to 24.10.2015.**
- ***Presently Working in Airtel Broadband (under DSA) as a Team Leader.***

Job Responsibility

- >Team Handling
- >Keeping Data, Recording Data, Analysis Data
- >Make Salary and Analysis Salary
- > Communicate with employees and business heads for better alignment
- >Short out Query of Customer .
- >Maintain employee records and files

Strengths

- Hard worker.
- Strong Positive Attitude t.
- Never compromise with work.

- **Hobbies :**
Reading books,
Playing Cricket &
Work on Computer in (Chatting).

Personal Details:

Name	:	Vivek Kumar
Father's Name	:	Sh. Janeshwar Parsad
Date of Birth	:	31.05.1991
Nationality	:	Indian
Marital Status	:	Married
Hobbies	:	Playing Cricket & Work on Computer
Salary Expected	:	Negotiable
Permanent Address	:	Vill : Rasulpur, Post : Haspura, Dist : Aurangabad (Bihar)-824120

Declaration:-

I hereby declare that all the above information is true to the best of my ability, knowledge & to the entire satisfactions of my superiors.

Date:**Place:****(Vivek Kumar)**

