

# 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**

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## **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.
- **12<sup>th</sup> -** BSEB in 2010.
- **10<sup>th</sup> -** 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)**

