

CURRICULUM VITAE

NAME: RAKESH KUMAR CHAUDHARY

E- MAIL: rakeshkumar.gkp@gmail.com

MOBILE: +91 9616191206

Objective

To work an organization where is exclusive environment, health competition and ample prospects of professional growth. Where I am exposed to all types of work fields, can enhance my knowledge and broaden my experience to maximum. In short I just want to be the active part of development.

ACADEMIC QUALIFICATION

- Graduate
- Computer Diploma in Capital Computer Education (Hardwar, Networking & MS Office)
- ACS Academy For Computer Studies (ADCA One Year MS Office & OA)

EXPERIENCE SUMMARY

- Company Name : **ANGEL BROKING LTD**
Job Designation : Back office Executive
Job Duration : July 2007 – April 2008
- Company Name : **GLOBE CAPITAL MARKET LTD**
Job Designation : Back office Executive cum Relation Ship Manager
Job Duration : 12 July 2008 – 31 May 2010
- Company Name : **KAYNET CAPITAL LTD**
Job Designation : Back office Executive (Clerk)
Job Duration : 15 October 2010 – Till Date

EXPERIANCE AND RESPONSIRILITY

- Collect, count, disburse money, do basic bookkeeping and complete banking transactions.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take order and address complaints.
- Answer telephone, direct calls and take messages.
- Compile, copy, sort, and file records of office activities business transaction, and other activities.
- Complete and mail bills, contract policies, invoices, or checks.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail system and personal computers.
- Compute, record, and proofread data and other information, such as records or reports.

- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.
- Review files, records, and other documents to obtain information to respond to requests.
- Deliver message and run errands.
- Inventory and order materials, supplies, and services.
- Complete work schedules, manage calendars and arrange appointments.
- Process and prepare documents, such as business or government forms and expense report.
- Monitor and direct the work of lower-level clerks.
- Type, format, proofread and edit correspondence and other documents, from notes or dictating machines, using computer and typewriters.
- Count, weigh, measure, and/or organize materials.
- Train other staff member to perform work activities, such as using computer applications.
- Prepare meeting agendas, attend meeting, and record and transcribe minutes.
- Troubleshoot problems involving office equipment, such as computer hardware and software.
- Make travel arrangements for office personnel

Language known

English, Hindi

Personal details

Name	: Rakesh Kumar Chaudhary
Father Name	: Ram Singhasan Chaudhary
Mother Name	: Usha Devi
Date of Birth	: 18/07/1989
Marital Status	: Married
Sex	: Male
Nationality	: Indian
Address	: Home No.439E Chaksa Husain Pachperwa Gorakhnath Gorakhpur

Declaration

I hereby assure that the above given information are true to the best of my knowledge and brief.

Place: Gorakhpur

Yours Faithfully

Date:

(RAKESH KUMAR CHAUDHARY)