

# SHIVAM KUMAR

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## Career Objective

To work in a firm with a professional working environment, where I can utilize and apply my skills and knowledge which would enable me to grow while fulfilling organizational goals.

## Academic Details

Qualification	Board/University	Year
10+2 - Science	BSEB PATNA	2020
10th / Matriculation	CBSE NEW DELHI	2018

## Experimental Learning (IN-STORE PROMOTER (ISP) - 2 Months)

### Soft Skills:

- Well defined goals for more effective communications
- The ability to create an open environment for communication
- The skill to communicate clearly
- Stronger relationships through powerful communication
- Techniques to facilitate effective team and meeting communications
- Emotional Intelligence to deal with difficult situations

### IT Skills:

- Basics of Computer and Internet

### Microsoft Office:

**MS Word:** Shortcut Keys, Function keys, Formatting and editing Text, Borders and Bullets, Table creation, Typing speed (25-30 wpm)

**MS Excel:** Shortcut Keys, Formulas, Pivot Table, VLOOKUP, Adding/Modifying worksheets, Data Filtration.

**MS PowerPoint:** Slide creation, Creating Master slide, Formatting, Hyperlinks, Adding objects, media and animations.

**MS Access:** Creating Queries and reports.

**MS Outlook:** Email configuration

## Domain skills: ISP

- Ability to interact with the customer, build confidence and complete the sale targets
- Ability to provide Customer Satisfaction
- Maintaining and submission of daily Reports
- Ability to manage the Sales counter
- Knowledge to manage the store
- Different methods of Sales and promotion of handsets

### KEY SKILLS:

- Good Listener
- Goal Oriented
- Quick Learner
- Positive Attitude

## Personal Details

Father's Name	:	SHASHI BHUSHAN PRASAD
Marital Status	:	Single
Date Of Birth	:	19 April 2002
Language Know	:	English, Hindi