**CURRICULUM-VITAE**

**JITENDRA KUMAR SHARMA**

B-83 Devi Colony, Bhagwan Nagar

Balkeshwar, Agra-282005

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Email Id:jitendra\_sharma01@rediffmail.com

**CAREER OBJECTIVE**

* Intend to build within an organization to realize my potential to work tenacious dedication, hard work and discipline. I am seeking challenging opportunities that will contribute to the organization and personal growth..

**EDUCATION QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **BOARD/UNIVERSITY** | **YEAR** | **DIVISION** |
| M.Com | DBRAU Agra | 2011 | II |
| B.Com | DBRAU Agra | 2009 | II |
| Intermediate | U.P.Board | 2006 | II |
| High School | U.P.Board | 2004 | II |

**COMPUTER PROFICIENCY**

* Basic knowledge of computer fundamentals.
* MS-Office, Tally & Internet.

**PERSONAL DETAIL**

Father’s Name : Late Shri. Sunil Kumar Sharma

Mother’s name : Late Smt.Babita Rani Sharma

Date of Birth : 25th November, 1989

Gender : Male

Citizenship : Indian

Religion : Hindu

Marital Status : Married

Languages Known : Hindi & English

**WORKING EXPERIENCE**

* 2 year Experience in **Chaudhary Timbers Pvt.Ltd**.as a **Sales Executive.**
* 4 year Experience in **Serco BPO** as a **Customer Service Executive**.
* Presently working in **ETEN CA** as a **Counselor** from 2014 to Till date.

**EXTRA CURRICULAR ACTIVITIES**

* English Speaking Course & Personality Development from **HOWARD INSTITUTE.**
* Participate in School Cultural Activities.

**STRENGTH**

* Positive Attitude
* Enthusiastic
* Skill & Energetic with ability to learn
* Smart Working
* Punctuality
* Honesty
* Self-Confidence.
* Good Communication Skills

**DECLARATION**

I hereby declare that all the above information is best of my knowledge and belief.

**DATE:**

**PLACE: (JITENDRA KUMAR SHARMA)**