

# **CURRICULUM VITAE**

**AJAY KUMAR**

**KHASRA NO :131**

**GALI NO1, HOUSE NO 18 ,**

**NEB SARAI , IGNOU ROAD**

**NEW DELHI -110068**

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## **CAREER OBJECTIVE**

- *To acquire a remarkable position in my profession with up to mark performance through my skills and confidence.*

## **ACADEMIC QUALIFICATION**

- *10th passed from C.B.S.E. Board.*
- *10+2 passed from C.B.S.E. Board*
- *Graduation from Delhi University .*

## **EXPERIENCE**

*8 years in League of Arab states mission*

*As a Multitasking worker Cum Assistant*

*1.Letter Drafting*

*2.Email*

*3.Telephonic conversations*

*4.Maintain Calendar for the Head of the Mission*

*5.Travel Arrangements ( International & Domestic )*

*6. Pick & Drop from Airports T1,2,3*

*7. Communicating With Various Type Indian Ministry's*

*8. Good Knowledge computer Hardware & Networking*

*9. Good Knowledge all type of Banking works & Deals*

*10.Can Repair Epbx Line on basic level .*

## **COMPUTER SKILL**

- *Diploma in Good Computer knowledge*

## **PERSONAL DETAILS**

*Father's Name : Mr. Suraj Pal*

*Date of Birth : 2<sup>nd</sup> July 1985*

*Marital Status : Married*

*Gender : Male*

Nationality : Indian  
Languages Known : Hindi & English  
Passport NO : RO115973

**DECLARATION**

*I hereby declare that the above information furnished above are true to the best of my knowledge and belief.*

Date :

Place :

**(IMTIYAZ KHAN)**