

## **DEVAN KUMAR**

**B-151, 2nd Floor, Near Lavnya Hospital,  
Maidan Garhi , Chattarpur, New Delhi-110068**

**Contact: +91-9717495755, 8802956791 E-mail: Devankumar71@gmail.com**

---

### **OBJECTIVE**

Seeking an opportunity to get the exposure of corporate and to be a part of an organization that offers a challenging, stimulating, leading environment to work and provides scope for personal development and career growth.

---

### **PROFILE**

- Self-motivated, hardworking and goal-oriented with a high degree of flexibility, creativity, resourcefulness, commitment and optimism.
  - Result oriented individual with strong analytical and interpersonal skills and a quick learner with high levels of adaptability and ability to take initiative.
- 

### **EDUCATIONAL CREDENTIALS**

- **2 year full time program in master of business administration from ISBE (AN IIPM initiative) affiliated from M.S. University.**
- **Graduation in B.A 2009**  
RLSY COLLAGE, BETTIAH/ B.R.A.B. UNIVERSITY MUZZAFARPUR
- **Class XII 2006 SCIENCE STREAM**  
M.J.K COLLEGE, BETTIAH/BIHAR INTERMEDIATE COUNCIL, PATNA
- **Class X 2004**  
R.S H. SCHOOL/BIHAR BOARD.

### **Technical Proficiency**

**MS Word, Excel, Power Point, Access, Internet.**

### **Work Experience-**

**Designation-** Asst. Admin Manager

**Company-** MKU LTD

**Duration-** Oct 2013 to till date (4year 8 months)

- **House Keeping**
- **General Office Administration**
- **Pantry Managment**
- **Parking Management**
- **CCTV Maintenance and survelliance**
- **Travel arrangement / ticket booking**
- **Front office.**

## **Summer Internships**

**Company**    ESSAR POWER INDIA LTD. {Jamnagar, Gujrat}

**Role**        Admin EXECUTIVE [TRAINEE]

**Duration**    2 MONTHS

## **Extra skill- Visa and Embassy related work**

## **Personal Details**

**Fathers' Name:** Mr. Vijay Shrivastaw

**Date of Birth :** 01/03 1989

**Languages Known :** Hindi and English

**Hobbies :** Music listening, Playing cricket

**Gender :** Male

**Permanent Address :** vill+ p.o- Ghogha, via-Chanpatia, Distt- W.Champaran, Bihar, 845449

**(DEVAN KUMAR)**