Ajay Kumar

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Khasra No -131 ,Gali No-1 , House No-18

Second Floor , Neb Sarai Ignou Road

New Delhi :110068

Mobile : 8826371699

Email:- [shrisurajpal@gmail.com](mailto:shrisurajpal@gmail.com)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CAREER OBJECTIVE:

Willing to work in an organization that can give me an opportunity to prove my potential, and need an opportunity to grow with the growth of the company.

**EDUCATIONAL QUALIFICATION**:

**ACADEMIC**: **10th Passed from C.B.S.E, in 2006 Delhi.**

**10+2 Passed From C.B.S.E , in 2008 Delhi**

**Graduated from DELHI UNIVESITY in 2012**

**Good knowledge: COMPUTER , MS WORD , MS EXCEL , POWER**

**POINT, MOTHER BORAD ,COMPUTER HARDWARE**

**NETWORKING , EPBX LINE REPAIRS , MTNL LINE REPAIRS .**

**CP PLUS CAMERA CONFIGRATION . ONT Installation(NOKIA)**

**, Router configuration**

**Experience : Working in League of Arab States Mission As a Secretary cum Hardware and Networking Engineer from July 2010 to 31 OCTOBER 2018**

**Currently working as Super Visor In world Net Solution Since Last 6 Month Tye up With Tata Sky Broadband , I worked at project in Tata sky as a AT& Audit Engineer .**

**Work Experience : Travel Arrangements , visa , communicating with All Protocol Departments including Wana Division , communicating with all Ministry ‘s Govt. Of India ,**

**Making Airport ID card from B .C.A.S , Maintain Calendar Of Ambassador ,Air & Rail ticketing for staff , managing all kind of admin work , making payments by all forms .**

**Receiving Diplomat From Airport & Drop to the Hotel .**

**Making Diplomatic ID card ,**

**Communicating with Banks Regarding All types of Work,**

**Arranging Meetings , All Administrative work in same office .**

**Bill , Cash , making all kind of financial deals related the office .**

**Hobbies : Playing Cricket And Traveling**

**Father Name : Shri Suraj Pal**

**Mother Name : Shri Mati Indrawati**

**Date of Birth : 2nd July, 1985**

**Material Status : Married**

**Passport No : RO115973**

**Adhaar No : 229153141731**

**I certify that all information given above is true to the best of my knowledge.**

**Ajay Kumar New Delhi**