**CURRICULUM VITAE**

SUMIT KUMAR

Contact No. +91 9654528562 /8006164558

**PERMANENT ADDRESS** Village Post Andla Block Khair District Aligarh UP Pin-202140

**RESIDENSIOL ADDRESS** House No-A-101 Room No-A-5 Hanuman Market Near By Fire Station Sector-5 Harola Noida GB Nagar UP Pin-201301

E-mail: sumitsharma5435@gmail.com

**Career Objective:**

Seeking for such a healthy environment, where I can direct my technical and analytical skills towards the success of organization, and leading myself to the opportunities for professional growth. On every tomorrow I want to be better than today.

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Institution** | **Course/University** | **%age** |
| **2017** | **Makhanlal Chaturvedi University Bhopal MP** | **B.C.A.** | **70%** |
| **2014** | **Love Kush Inter College Khair Road Andla**  **Aligarh UP Pin-202138** | **Xll**  **UP Board** | **72%** |
| **2012** | **Madan Mohan Malaviya Inter collage Khair Road Andla Aligarh UP Pin-202140** | **X**  **UP Board** | **75.40%** |

**TECHNICAL SKILLS:**

MS Office, Basic Computer, Tally, Excel and O level certificate.

Typing Speed 30+ word/minutes

**Working Experience:**

1 Customer care executive in ICCS Pvt. Ltd.

1.5 Year Experience as a Team Leader ICCS Pvt. Ltd.

Since January 2020 to present working as a technical help desk team leader with Librium Global Resource Solution.

**Roles Responsibilities:**

I am working as MIS executive with SITI Networks maintaining daily wise reports attendance CDR reports working on excel MS word advance excel sharing creating daily call status reports.

**Environment:**

I am working BPO Company working working C-Zentrics portal my company working for cable services and I am working since last 1.5 years. My journey is very this company. My English language is good.

**HOBBIESS:**

Listen music.

Surfing Internet.

Playing Cricket.

**COMPUTER INTELLECTS:**

At the beginner’s level knowledge about Microsoft Office (**M.S Word, Power Point**).

Operating Systems worked on: Windows Family.

**KEY SKILLS:**

Good Communication Skills.

Work effectively in team, as well as individually*.*

**STRENGTH:**

Hardworking

Quick Learner

Very Disciplined and Responsible.

**Personal Details**

Father’s name Yogesh Kumar

Mother’s name Laxmi Devi

Date of birth 12-07-1997.

Religion Hindu.

Nationality Indian.

Gender Male.

Marital status Unmarried.

**Declaration:**

I hereby declare that all the above information furnished by me are true and correct to best of my knowledge.

**Date: (Sumit Kumar)**