## CURRICULUM VITAE

## Amit Kumar Jha

Flat No.-G4, Plot No.-158,

Sec-6, Vaishali, Ghaziabad,

UP-201010

Mobile No. 7992323379

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**OBJECTIVE:**

I want to achieve excellence in every area of my work and carve out a satisfactory career path in my job. My main objective is to achieve success with highest level of efficiency in whatever I do.

**Working Experience:**

* Presently working in Central Pollution Control Board as Office Assistant from 2015 June to till dated.

**Responsibilities**

* Overseeing clerical tasks, such as sorting and sending mail.
* Keeping an inventory of office supplies and ordering new materials as needed.
* Maintaining files.
* Welcoming visitors to your office.
* Answering phone calls.
* Taking and delivering messages.
* Ensuring the office runs smoothly.

**Educational Qualification:**

* Graduation passed from LNMU Darbhanga in 2011.

**Personal Detail:**

Father’s Name : Sh. Vinod Jha

Date of Birth : 02nd July 1990

Nationality : Indian

Sex : Male

Marital Status : Married

**Date : 08.10.2021**

**Place : Delhi (Amit Kumar Jha)**