**RESUME**

Name : **NIRAJ KUMAR SAW**

Mobile No : 7677475405/8540889832

Email-Id : [kumarniraj8540@gmail.com](mailto:kumarniraj8540@gmail.com)

**OBJECTIVE :**

To work for organization on that believes in setting standards and can utilize my latent to the optimum level & have a concern the development of the employee and itself at maximum and I want to develop my career as Government Service & to enhance my knowledge.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **STREAM** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE OF MARKS** |
| Matriculation | HNA, SCI, ENG, SST, MAT, SNS. | JAC | 2010 | 58.20% |
| I.COM | A/C, BST, ECO, HIN,ENG. | JAC | 2012 | 51.60% |
| B.COM | ACCOUNT HONS | MU | 2015 | 67.50% |

**OTHER SKILLS:**

* Manual Hindi Typing (15 to 20 WPM)
* English Typing (15 to 20 WPM)

**WORK EXPERIENCE:**

* I have done Spoken & Personality Development Course at IPMCS,Ranchi for 3 Months and I have also done ADCA

**HOBBIES AND INTERESTS:**

* Listening to song,Interaction with people & Traveliing.

**STRENGTHS:**

* Creativity
* Positive attitude
* Good communication skill
* Leadership quality
* Self motivated
* Friendly nature
* Good listener

**PERSONAL PROFILE:**

Father’s Name : JUGAL SAW

Date of Birth : 15-02-1995

Nationality : Indian

Marital Status : Single

Caste : OBC

Sex : Male

**LANGUAGE PROFICIENCY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English | yes | yes | Yes |
| Hindi | yes | yes | Yes |

**PERMANENT ADDRESS:**

AT- SINGHRAWAN HIGH SCHOOL ROAD

P.O-SINGHRAWAN

P.S- CHOUPARAN

DIST- HAZARIBAGH

STATE- JHARKHAND

PIN- 825406

**DECELARATION:**

I hereby declare that all the information given above is true best of my knowledge and belief.

Place: ………………………….

Date: …………………………. *( Signature)*