**ANIL KUMAR**

**Mobile: - # 9716528294**

**Email: - Anilranga13@gmail.com**

**ABOUT ME**

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve and to My Self, while upgrading my skills and knowledge.

**EDUCATION**

* Matriculation Certificate from C.B.S.E. Board.
* Higher Secondary Certificate from N.I.O.S. Board.
* Graduate Degree from Kannur University.

**EMPLOYMENT HISTORY**

**Three Years of experience from Akums Drugs & Pharmaceutical Ltd as a Senior Executive in Admin Department from March 2013 to September 2016.**

* Managed purchase and ensure that material, stationery, articles etc. handover to the requested desk/department

on time.

* Managed dispatch of about 250 couriers on daily basis.
* Managed incoming couriers and ensure dispatch to related to desk/department.
* Monitoring house-keeping employees & pantry employees.
* Audited, tracked and checking of courier bills, value is about 3-4 Lacs per month.

**One Year of Experience from Good Luck Financial Inclusion Pvt Ltd as a Legal Executive from January**

**2019 to February 2020.**

* Preparation of new customers profile in system.
* Preparation & issuance of Legal Notice to defaulters.
* Asist to legal professionals in Arbitration process.
* Asist to legal professionals in Kurki.
* Handling All Defaulter Case in District Court.

**I.T SKILLS**

* Installation Maintains and Troubleshooting of Windows, and Desktop.
* Installing Operating system like Win98, 2000, XP, server 2003, Vista. Server 2008 & Windows Software’s.

**COMPUTER PROFICIENCY**

* Advance Knowledge of Computer in MS-Word, Excel, internet Outlook.
* Typing Speed **45+ Word Per Minutes**.
* Knowledge of Advance Excel (H-lookup, V-lookup, Pivot Table & other formula’s

**PERSONAL INTERESTS**

* Playing cricket Working on Computer
* listening Music Watching Hollywood Movie

**PERSONAL DETAILS**

**Father’s name** : Sh. Inder Singh **Date of Birth** : February 2nd, 1988

**Gender** : Male **Nationality** : Hindu

**Marital Status** : Married **Address** : House No: - 153, Near Silai Center

V.P.O Begumpur Delhi: - 110086

**DECLARATION:**

I, ***Anil Kumar***, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**Anil Kumar** **Rohini, Delhi**