**AMIT KUMAR**  Email ID: [amit7203076640@gmail.com](mailto:amit7203076640@gmail.com)

**B. Com**  Mobile: +917203076640

**Career Objective:**

To Obtain a Position That Would Utilize The Progressive Experience And Skills In The Field Of Commercial. Personally, I Would Want To Excel In This Field Through Hard Work, Skills, And Perseverance.

**Experience:**

**\***Worked As Quality Department In Rishita Fashion Pvt. Ltd. From 10thDec. 2012 to 13th Aug.- 2015.

**\***Working as Computer Operator Cum Production Cordinetor. At Arsh Fashion Pvt. Ltd. From 1st September 2015 to Till Date.

**JOB PROFILE**

\* Daily Production Details Mentain According Dash Board Tool In Excel Sheet.

\*All Stitching Dept. Tailor Production And Operation Details Mention In Excel Sheet Daily Basic.

\*All Stitching Dept. Salaries Mentain In Excel Sheet.

\*Reporting Daily Basic Production Manager And H.O.

**Technical Skill**

\*Proficient In Use Of Ms Office (MS Word, MS Excel, Power point)

\*Tally ERP-9.0

\*Typing Speed In English 40 W.P.M.

**Personal Traits**

\*Adaptable To Variable Situations, Quick To Grasp New Concepts And Skills.

\*Self-Starting, Requiring Minimal Supervision.

\*Successfully Maintain Effective Personnel Relationships While Remaining Results-Oriented.

\*Believe In Achieving Set Target In Minimum Possible Time.

**Education Details:**

\*B.Com. Complete in 2014 From Lalit Narayan Mithila University, Darbhanga (Bihar)

\*10+2 Complete in 2011 From Bihar School Examination Board Patna, (Bihar)

\*10 th (Matriculation) Complete in 2009 From Bihar School Examination Board Patna, (Bihar)

**Personal Details:**

\*Date of Birth : 05/08/ 1994

\*Marital Status : Single

\*Father’s Name : Dinesh Prasad Mehta

\*Mother’s Name : Vandna Mehta

\*Interest : Listening Music, Cricket,

\*Languages Known : English, Hindi and Maithili

\*Present Address : Vashi Apprtment F-302, Chanod Colony, Near St. Merry School,

Dist.- Valsad (Gujarat) 396195

\*Native Address : Vill- Bhupatti, Post & Thesil- Kharagbani, Dist- Madhubani (Bihar), 847224

I Certify That Above Mentioned Information Is Correct To The Best Of My Knowledge And Can Be Supported By Relevant Document As And When Required. The Facts In My Resume Bear Ample Testimony To My Willingness To Learn. Date:- **Signature**

Place:- Amit Kumar