**CURRICULUM VITAE**

# Mr.AMALESH RAUT

H.NO. - 46/A, SHARSWATI ENCLAVE

GURGAON

Mobile No: 7503422308, 8471016851, E-mail-kumaramalesh92@gmail.com

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**Career Objective:**

I intend to build a career with a leading corporate of hi-tech environment with committed and dedicated people which will help me to explore myself fully and realize my potential.

**Academic Qualification:**

**10th** PASSED from **Bihar Board.**

**12th** PASSED from **Bihar Board.**

B.A from BRA University Muzaffarpur.

**Extra Qualification**

DOAP (One year computer course from Jaipur)

**Operating System Known:**

Know about ( Ms office, Ms excel, Ms dos, Ms word, Ms power point ,tally, Internet dtp.)

**Experience:**

* 01 year [March 2014 to Aug 2015] with RRL VKIA Jaipur as a DEO.
* Currently working with **“Vrinda foods and hospitality pvt ltd”** as an **Executive** from 22 Aug 2015to till date.

**Job Profile:**

* Handling petty cash.
* Handling front office
* Responsible for bills.
* Dispatch letter.
* Drafting mails.
* Handling Calls.
* Handling delivery related all issue.
* Handling packing team.

**Language Known:**

### Hindi & English

**Hobbies:**

Reading Books & Listening Music.

**Personal Profile:**

Name : Mr.Amalesh Raut

Father’s name : Harendra Raut.

Sex : Male

Marital status : married

Nationality : Indian

Permanent Address : Village Bhopatpur Post Bhopatpur

P.S.-Kotwa Distic-East champaran

Bihar

Date of Birth : 1th Jun 1992

**Declaration:**

The above mentioned information to the best of my knowledge and belief given me an opportunity. I will work up to me an opportunity to serve your esteemed organization.

Place:

Date:……… **(Mr.Amalesh Raut)**