**RAVIN KUMAR**

**Email: ravin05kumar@gmail.com**

**Contact No:** 011-22851687 **Residence:** H.No.C-432/A,StNo.20

**Mobile No.:** 9560752895Bhajanpura, Delhi-110053

**CAREER OBJECTIVE**

To excel as a professional through integration of my knowledge, skill sets and continuous learning from new experiences and putting them to better use.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | | **Board/Degree** | **Board/University** | **Year of passing** |
| 1 | | MA in Hindi | Zakir Husain College(M) ,Delhi University | 2011 |
| 2 | | BA(H) Hindi | Zakir Husain College(M),Delhi University | 2009 |
| 3 | | Intermediate | CBSE Board | 2006 |
| 4 | | High School | CBSE Board | 2004 |
| **5** | B.ED | | MDU UNIVERSITY,ROHTAK | 2013 |
| **6** | M.A PUBLIC ADMINISTRATION | | IGNOU,DELHI | 2016 |

**PROFESSIONAL QUALIFICATION**

* P.G. Diploma in Journalism (Hindi) from Jamia Millia Islamia University 2009-10.
* Certificate course in Quark x press 6 month from I.C.C, Yamuna Vihar, Delhi-53.

**COMPUTER SKILLS**

* Basic knowledge of computer
* Surfing internet & blogging
* Knowledge of Hindi Typing (Mangal, Arial, Kokila, Aparajita, Utsaah Devanagari in script) & English typing. (HINDI TYPING 24 WPM AND ENGLISH 33 WPM).

**EXPERIENCE**

* Eleven months experience from DPS Publication, Dariya Ganj, and Delhi. (Profile- General clerical office Duties, Managing a books list according to recruitment.
* One year experience Hindi Assistant and general clerical work in Secretary Staff from SANGEET NATAK AKADEMI, Rabindra Bhawan, Delhi April 08 to 31 July.

**SKILLS & HOBBIES**

* Improving computer skills
* Reading news & subject related books

**ASSETS**

* Participated in various sports and social events
* Won certificates and prizes in school

**PERSONAL INFORMATION**

**Father’s Name :** Sh.R.B.Ram

**Mother’s Name :** Smt.Savitri Devi

**D.O.B :** 26-06-1987

**Marital Status :** Unmarried

**Declaration**

I hereby declare that all the details furnished above are true to the best of my knowledge.

**Date:**

**Place: (RAVIN KUMAR)**