MITHILESH KUMAR

**Email:** [**tinu\_mythee@yahoo.com**](mailto:vishsaurabh@gmail.com)

**Mob: +91-9818287010**

**CAREER OBJECTIVE:** To be a good team player and strive to achieve organizational objectives collectively as well as individually.

Current Address: Swarnnagari, Greater Noida, Uttar Pradesh - 201308

**EducationQualification:**

1. **Bachelor of Arts in Economics**(**University of Delhi - 2006):**
2. **Intermediate** (**B.I.E.C., Patna -2001)**
3. **Matriculation** (**B.S.E.B, Patna - 1999**)

**Work Experience:**

**1. SHARDA UNIVERSITY, Greater Noida, UP**

### Designation – Education Counsellor

(April 2015 to present)

*Key Responsibilities:*

Providing counseling to parents and students seeking admission in the various courses in the University.

1. **SCHOLASTIC INDIA PVT LTD, New Delhi**

**Designation -Executive (Book-Fairs)**

(January 2010 to July 2011 and July 2012 to February 2015)

*Key Responsibilities:*

Arranging bookfairs,workshops and other activities such as *reading and learning* promotional programsfor the students andteachers at various schools in**NewDelhi(including NCR), UP, MP and Rajasthan**aimed at achieving target based sales results.

**3.H. K. Khanna & Company, New Delhi**

**Designation: Audit Assistant**

(April 2009 to November 2009)

*Key Responsibilities:*

Reviewingand verifying the financial statements of firms under the guidance of senior auditors.

**4. ABN-Amro Bank**

**Designation:Collection-Executive**

(August 2008 to April2009)

*Key Responsibilities:*

Reviewing customer’s profile and assisting them in timely payment of bank overdue through telephonic negotiations/reminders aimed at maximize profit and minimize risk for both customers and bank, besides assisting in administrative work such as updating account information, reversing incorrect charges and sending duplicate statements/letters etc.

**Computer Skills:**

* Proficient in basic computer applications.
* Good knowledge of Microsoft Word and Excel, as well as e-mail and the internet.

**Hobbies & Interests:**

Reading Books of all types mostly fiction &spiritual; Very fond of reading & writing Hindi/ Urdu Poetry; Listening to lyrical songs & Indian instrumental music; Doing Yoga & its allied Asanas.