**Resume**

**Ratnesh Kumar** Email id :-ratnesh.gaya@gmail.com

Mobile :-7503783035

**CAREER OBJECTIVE:-**

Seeking a position that allows me to utilize my skills to assist in advancing business that offers a stable employment opportunity, I am also eager to learn new skills, business and technological advancements.

**ACHIEVEMENT*:-***

* **Certificate of Excellence** given by **Frankfinn**-world’s no.1 air hostess training institute in January 2012 on the Account of Best Performance in Job.

**CURRENT WORK PLACE:-**

* **Provana India Private Limited (**An US Law-Firm**)**-Working as an “Associate-Backend Operations” Since 1st of January 2014 to till now.

***Job Profile:-***

* Dashboard Creation
* Dashboard Updation
* Reporting
* Process Training to New Joinee
* E-filling
* Quality Checking of other Associates
* Suit Filing
* Judgment Checking on Client Legal Software(CLS)

**WORK EXPERIENCE:-**

* Started Career with **Frankfinn institute of air hostess training as a “Academic Counselor**”

Duration:-21st of November 2011 to 21st of March 2012

***Job Profile:-***

* Team handling of Tele-Caller
* Student’s Counseling
* Follow-ups to them
* Maintaining database
* Daily reports to Operation manager

**ACEDEMIC:-**

* 10th With General from BSEB Board in 2006
* 12th With Commerce From BSEB Board in 2008
* Graduation With BSc (IT) From Sikkim Manipal University in Jan 2013
* Post Graduate Diploma in Management From Lovely Professional University in 2014-15

**COMPUTER SKILLS:-**

* MS office 2007,2010 and 2013
* Advance Excel (Vlookup, Hlookup, Pivot Tables ,Data Validation)

**HOBBIES*:-***

* Listening Indian Soft Music
* Reading Books and News Paper
* Writing Shayari
* Upgrading Skills

**STRENGTHS*:-***

* Responsible Attitude
* Self Confidence
* Positive Thinking

**PERSONAL DETAILS:-**

* Father Name :- Late Onkar Prasad
* Date Of Birth :- 20th of Feb 1991
* Marital Status :- Unmarried
* Nationality :- Indian
* Language’s Known :- Hindi, English

**ADDRESS:-**

B-1,128

New Ashok Nagar

New Delhi-110096

I hereby declare that all statements made herein are true to best of my knowledge.

Date: -

Place: - Ratnesh Kumar