***Curriculum vitae***

**VIJAY KUMAR** Address: 52/1, Gali No. 1,

Ravi colony,Sehatpur Ext.

Faridabad (Haryana)- 121003 Mobile No.: 8802939189

Email ID: [vijayji12300@gmail.com](mailto:vijayji12300@gmail.com)

CAREER OBJECTIVE:

“I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.”

EDUCATIONAL QUALIFICATIONS:

1. Class 10th and 12th passed from CBSE board, Gurgaon (H.R).
2. Graduation (B.Com) (Passed in 2014) from Delhi University, New Delhi.

TECHNICAL QUALIFICATION:

1. Diploma in Hardware, Networking and Digital Communication from Karnataka State Open University (Under AP-TECH Institute).

PROFFESIONAL QUALIFICATION

1. Accounting Tally (ERP 9) from NCIIT.

**EXPERIENCE**:

1. 6 Months in retail marketing , Airtel DTH
2. Two Years in Scientific Age Research & Testing Lab Pvt. Ltd. as Office Assistant (Data Entry Operator )

My Skill

PC Skills: Windows XP, 7 And 8, Microsoft Word, Excel, PowerPoint, Outlook,

E-mail, Internet research and competent typist @35 WPM.

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|  | Strengths |  |

* I have a lot of patience it makes me hard worker .I can learn any new things easily with my great curiosity so I am a quick learner.
* I am a self-motivated, self-confidence and always keep good Positive attitude towards my career and myself.

PERSONAL INFORMATION:

Name : Vijay Kumar

Father’s Name : Shri. Ram Jee Prasad

Date of Birth : 29 September 1992

Nationality : Indian

Religion : Hindu

Marital Status : Single

Hobbies : Internet Surfing, Playing cricket, listening music

and reading books

Language Known : Hindi and English

**Why I wanted to change my present Job:-**

As per education, professional qualification, experience as well as my aggressive nature, I feel I can do much better to be able to raise my scope of job for the betterment of the Industry.

**DECLARATION**:



I hereby inform you that all the statements made above are true to the best of my knowledge and belief.

Date: ……………..

Place: ……………. **Signature**