**CURRICULAM VITAE**

**Post applied for:**

**RAJKUMAR SHRIVASTAVA**

B-110 Nirmala Kunj ,Banthla Loni Gzb.

( Near Bhopura Border )

**Email:** [rajshri.9210@gmail.com](mailto:rajshri.9210@gmail.com)

**M. No.:**9958053181 ,9811361782

**Career objective:-**

* Looking for a challenging opportunity and professional environment to utilize my skill and abilities as a professional person with oriented approach that encourages continuous learning and creativity and enhancing personal growth as well as organization.

**Work Experience:-**

* Worked as a **MIS Executive** for ( FAR Process (Fixed Assets Varification) & EY Process for Employee Reimbursement(Claim) Process for 2 Year in Osource India Pvt. Ltd. in Noida up .
* Worked for 2 year as a **Computer operator in India Binding House Noida.**
* Worked for 2 Year as a **MIS Executive (Vendors Billing) in Innodata Isogen India Pvt. Ltd. in Noida.**
* Worked for 1 year as an **Computer operator SreiSahaj e-Village Ltd. in Noida**.

**Computer knowledge:-**

* Knowledge of English Typing with a speed of 30 w.p.m.
* MS-Office (Word , Excel ,PowerPoint)
* Tally ERP. 9,
* One year Diploma course in **Financial Accounting** from **Brainware** in Bhajanpura.

**Educational Qualification:-**

* Passed the Secondary School Examination from C.B.S.E. Delhi.
* Passed the Senior Secondary School Examination from C.B.S.E., Delhi.
* Graduation (B. Com) from Delhi University.

**PERSONAL DETAILS:-**

Father's Name :- Sh. Dharm Nath Shrivastava

Date of Birth :- 15th Jan.1985

Marital Status :- Unmarried

Gender. :- Male

Religion :- Hindu

Nationality :- Indian

Language Known :- Hindi & English

Hobbies :- Internet surfing & Reading Books

**DATE:**

**PLACE:**

**Signature**

**(Raj Kumar)**