**ASHISH KUMAR**

**Objective:** Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly. To be a part of an organization wherein I can use my skills

and my efficient interactive abilities, and to co-operate and work well with people.

**Present Experience:**

**Organisation : Translam Academy International, Meerut**

**Designation :** Computer Executive

**Job Profile :** Assistant Executive

**Time Period :** 19 April 2019 To be Conti.

**Past Experience:**

1. **Organisation : Viraj Traders, Meerut**

**Designation :** Operation Executive

**Time Period :** Jan. 2018 To 17 Apr. 2019

1. **Organisation : Darshan Academy, Meerut**

**Designation :** School Administrator

**Job Profile :** P.A. To Principal

**Time Period :** Jan. 2016 To Feb. 2017

1. **Company : Bhai Joga Singh Public School, Meerut**

**Designation :** School Administrator

**Job Profile :** PA to Principal, Addressing Administration, & Parents Queries.

**Time Period :** March 2012 to Dec. 2015

**Education:**

|  |  |  |
| --- | --- | --- |
| **GRADE/ GRADUATION** | **BOARD/UNIVERSITY** | **YEAR** |
| HIGH SCHOOL | U.P. Board | 2004 |
| INTERMEDIATE | U.P. Board | 2006 |
| B.COM | C.C.S. University Meerut | 2009 |
| M.COM | C.C.S. University Meerut | 2011 |

**Computer Proficiencies:**

* Microsoft Word
* Microsoft Excel
* Knowledge of Internet
* Typing (English & Hindi)

**Languages known:**

Hindi, English,Punjabi.

**Personal Particulars :**

**Father’s Name** : Mr. Om Prakash

**Date of Birth** : 11 Oct. 1989

**Marital Status** : Single

**Gender** : Male

**Nationality** : Indian

**Declaration:**

I hereby declare that the information mentioned above is correct up to my knowledge and bear the responsibility for the correctness of the above mentioned particulars

**Dated:**

**Place : Meerut (ASHISH KUMAR)**