***CURRICULUM VITAE***

****

NAME : SANTOSH KUMAR

ADDRESS : Qr. No.- C/86, Sail Satellite Township,

Post-Dhurwa, District- Ranchi (Jharkhand)

Pin Code-834004

CONTACT NO. : +918877121239

EMAIL-ID : **gijohnc86om@gmail.com**

***EDUCATIONAL QUALIFICATION:-***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/ Examinations** | **Year** | **Board/University** | **Subjects/Specialization** | **Percentage (%)** |
| Intermediate | 2005 | J.A.C. Board, St. Paul’s College, Ranchi, Jharkhand | Intermediate in Commerce (I.Com) | 45 % |
| Matriculation | 2003 | C.B.S.E. Board, J.N.M.S. (Digwadih, Dhanbad), Jharkhand | English, Hindi, Mathematics, Social Science & Science | 39 % |

***TECHNICAL QUALIFICATION:-***

1 year of diploma course in Typing in English @45w.p.m. and Hindi @25w.p.m. from “**The New Professional Typing & Shorthand Institute”**, Ranchi (Jharkhand).

***LANGUAGE***  : English & Hindi

***COMPUER SKILL SET:-***

6 months of Diploma in Computer Application which includes “MS Word, PowerPoint & Excel” from “**ESS EMM COMPUTERS”** in Ranchi, Jharkhand.

***WORKING EXPERIENCE:-***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Sl. No.*** | ***Employer Name*** | ***Duration*** | ***Designation*** | ***Job Profile*** |
| **1** | **ACS A Xerox Company, Bangalore (Karnataka)** | **Feb 2009-Aug 2010** | **Transaction Processor** | **Data Processing in Met Life in Dental Direct department** |
| **2** | **Directorate of Jharkhand Census Department in Ranchi, Jharkhand** | **Mar 2014 –**  **June 2014** | **Data Entry Operator** | **Entering all the information regarding Census department of Jharkhand in Company’s Software** |
| **3** | **ORCHID MEDICAL CENTER, RANCHI, JHARKHAND** | **Sep 2014 –**  **Sep 2016** | **Typist in Hospital** | **Making all reports of Radiology (Such as USG, CT Scan, X-Ray, ECHOCARDIOGRAPHY) & in hospital Wards such as Making Discharge Summary & different types of administrative departments and hospital works)** |

***PERSONAL INFORMATION:-***

NAME : SANTOSH KUMAR

FATHER’S NAME : SRI DINA NATH

SEX : MALE

AGE : 33

MARITAL STATUS : MARRIED

NATIONALITY : INDIAN

CONTACT NO. : +918877121239

***DECLARATION*:-**

I hereby declare that all the information given above is true and verified to the best of my knowledge.

**SANTOSH KUMAR**

**DATE**:

**PLACE**: Ranchi (Jharkhand)

**SIGNATURE OF CANDIDATE**