## CURRICULAM VITAE

## Santosh Kumar

## A-566, Bharat Vihar, J.J. Colony, Kakrola

## Sec-15, Dwarka New Delhi-110078

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## Email Id: sksantoshdwarka@gmail.com

## Mob: +919717827497

Career Objective

To work in an esteemed organization to use my skills, knowledge and to work under your able guidance. Intend to build a career with leading corporate environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

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Work Experience

Having around 4 years working experience in various Govt. and Privet sectors as under:-

* Presently working with **PDIL, Noida (A Govt. of India Undertaking, Dept. Of Fertilizers)** as an Office Assistant /Secretarial staff (Under **M/s Datar Security Service Group )** since July 1st, 2018 to till date.
* Presently working with **PDIL, Noida (A Govt. of India Undertaking, Dept. Of Fertilizers)** as an Office Assistant /Secretarial staff (Under **M/s Global IT Service)** since February 1st, 2018 to June, 2018
* Presently working with **PDIL, Noida (A Govt. of India Undertaking, Dept. Of Fertilizers)** as an Office Assistant /Secretarial staff (Under **M/s Prince Facility Management Service Pvt. Ltd.)** since October 1st, 2015 to till January 31st, 2018.

**Work Profile/ Work Undertaken**

* Drafting cover letter for Notice Inviting Tender (ITB) (Domestic & International).
* Assisting in preparation of varieties of work contracts, Draft Purchase Orders, Letter of Intent for different projects and updating the procurement status (Domestic Project-IFFCO, NRL, NFL, MFL, RCF & International-Project-JIFCO).
* Assisting in Comparison / Evaluation of Bids (Tenders) (Domestic & International).
* All Project Complete Commercial Comparative.
* Maintaining day to day record of all official papers, courier dispatches (Domestic & International).
* Data entry for excel and word document, conversion of hard copy to soft document.
* Creation and compilation of various reports on Word and Excel

Academic Qualification

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| --- | --- | --- | --- |
| **Sl. No.** | **Examination** | **Year** | **Board/University** |
| 1. | Graduation | 2015 | Delhi University (Delhi) |
| 2. | Higher Secondary | 2010 | C.B.S.E Board (Delhi) |
| 3. | Secondary | 2008 | C.B.S.E Board (Delhi) |

Professional Qualification

Diploma in Computer Application (One Year) form S.A Computer at Kakrola. (Delhi)

* Operating knowledge of Internet
* Operating MS Office and MS Excel
* English Typing Speed 45 wpm and Hindi Typing Speed 30 wpm.

**Hardware**

* Assembling of computer.
* Monitor, Keyboard & Mouse Trouble Shooting.
* Other hardware device installation.

Strengths

* Positive attitude and excellent interpersonal skills.
* Ability to manage and priorities multiple duties simultaneously.
* Able to perform other clerical duties as needed.
* Strong sense of responsibility and Confidence to face new situations.

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Personal Detail:

### Father Name : Sh. Shiv Dhari Bhagat

Date of Birth : 02-Feb-1990

Nationality : Indian

Marital Status : Unmarried

Language Known : English & Hindi

**Declaration**

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

Date:………………

Place:-Delhi NCR

**(Santosh Kumar)**