

**Suraj Kumar**

A-1/107, Om Vihar,  
Phase-5 Uttam Nagar,  
New Delhi – 110059  
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**CAREER OBJECTIVES:**

To be engaged with an organization where I can grow up frequently along with that organization so that I may be able to devote 100% to my work ship. To reach the height of success, when assign with a suitable Job.

**EDUCATIONAL QUALIFICATIONS:**

- 10<sup>th</sup> Passed from CBSE Board.
- 12<sup>th</sup> Passed from CBSE Board.
- Graduation Completed from Delhi University

**SOFTWARE KNOWLEDGE**

- Basic Knowledge of Computer Applications Ms-Office with Internet.

**WORK EXPERIENCE:**

- 6 Months Experience as a Computer Operator in Flipkart Process.
- 3 years Experience as Senior Associate under dental Medical Billing & Payment Posting Staff in Accurio Health Pvt Ltd.

**STRENGTH:**

- Ability to manage multiple commercial processes.
- Ability to evaluate tasks and suggest improvements.
- Ability to present, discuss and propose at senior level.
- Superior time management skills and strong attention to detail.

**PERSONAL PROFILE:**

Name	: Suraj Kumar
Date of Birth	: 18 <sup>th</sup> Aug 1997
Father's Name	: Late Sh. Babu Lal
Nationality	: Indian
Marital Status	: Single
Language Known	: Hindi & English
Hobbies	: Listening Music, Dancing, Acting & Reading Books

**DECLARATION:**

I do hereby declare that the information and particulars furnished above are true to the best of my knowledge and I hope it will satisfy your requirement. So please give me an opportunity to prove me worth, knowledge and ability.

**Date:-.....**

**Place:- New Delhi**

**(Suraj Kumar)**