

CURRICULUM VITAE

ABHISHEK KUMAR

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PATNA-1

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CAREER OBJECTIVE:

I want to serve my organization with dedication and loyalty and I believe in smart and moral work. And also want to learn new things to enhance my knowledge and explore my exposer for organization and also better my experiences.

ABOUT MYSELF:

1. I want to manage the work effectively.
2. Taking responsibility regards to me.
3. I want to implant my idea for ease of work.

ACADEMIC PROFILE:

<u>UNIVERSITY/ BOARD</u>	<u>COLLEGE/SCHOOL</u>	<u>DEGREE</u>	<u>AGGREGATE MARKS/ PERCENTILE</u>	<u>SESSION</u>
MAGADH UNIVERSITY	RAM KRISHNA DWARIKA COLLEGE PATNA	GRADUATION	62.8 Percentile	2017-20
BIHAR SCHOOL EXAMINATION BOARD	D.P.C.S.S (MILLAR) INTER SCHOOL, PATNA	Higher Secondary Certificate (Intermediate)	58.4 Percentile	2015-17
BIHAR SCHOOL EXAMINATION BOARD	D.P.C.S.S (MILLAR) INTER SCHOOL, PATNA	Senior Secondary Certificate (Matriculation)	61 PERCENTILE	2015

ADDITIONAL QUALIFICATION:

1. ADVANCE DIPLOMA IN COMPUTER APPLICATION

SKILL SET:

1. TYPING SPEED UPTO 35 TO 40 WPM
2. GOOD COMMUNICATION
3. MANAGEMENT EXECUTION
4. COMMAND ON MS OFFICE (WORD, EXCEL AND POWER POINT)
5. DEEP KNOWLEDGE OF GENERAL ACCOUNTS.

INTRESTS:

1. LISTENING SONGS
2. EXPLORE NEW PLACES
3. FUN WITH FRIENDS LIKE (MAKING TRIP)
4. FOODIE
5. SLEEPING

ACTIVITIES:

1. HOST MANY CULTURAL PROGRAMS IN SCHOOL TIME

WORK EXPERIENCE:

1. SATGURU TEXTILE

PERIOD: - JANUARY 2020 TO TILL DATE

DESIGNATION: - TELECALLING AND ACCOUNTS

WORK PROFILE: - SCHEDULED CALLING OF ALL MERCHANTS FOR COLLECTIONS OF OUTSTANDINGS AND GIVE THEM INFORMATION OF NEW SCHEMES UPCOMING NEW ITEMS AND ALSO MAIL THEIR ACCOUNTS STATEMENTS.BILLING,VOUCHER ENTRY,AND ALSO SETTELED THE PAYMENT OF MERCHANTS ON BALANCE SHEET MANUALLY.

2. VISION INDIA PVT. LTD.

PERIOD: - DEC'18 TO MAY'19

DESIGNATION: - TELECALLER

WORK PROFILE:- CALLING FOR BJP ELECTION PROMOTION OF GENERAL ELECTIONS OF LOK SABHA 2019.

3. M.K. ENTERPRISES

PERIOD: - APRIL'18 TO NOV'18

DESIGNATION: - SUPERVISOR

WORK PROFILE: - SUPERVISION ON SHOP OR ALSO SUPERVISED TO SITES FOR MATERIAL DISPATCHING AND BANK WORKS.

LANGUAGES

HINDI

ENGLISH

MAITHILI

BHOJPURI

PERSONAL DETAIL'S: -

DATE OF BIRTH: -

05/06/1999

MARITAL STATUS: -

MARRIED

NATIONALITY: -

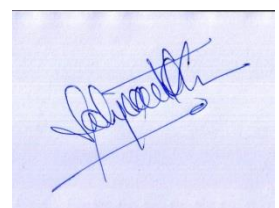
INDIAN

FATHER'S NAME: -

RAMESHWAR MAHTO

DATE: -
PLACE: -

SIGNATURE

A handwritten signature in blue ink, appearing to read 'S. K. Singh', is written on a light blue background. The signature is stylized with a long horizontal line extending from the end.