**Curriculum vitae**

**amit francis**

Laxmi Nagar, Near Chaupla

Gajraula, Distt: - Amroha (U.P.)

Mob: +918791893530, 7983000015

E-mail: amitfrancis9921@gmail.com

**Carrier objective:-**

* To be a part of an organization where I can grow myself as an individual and serve the organization with my level best with sincere and honest effort.
* Believe in corporate vision, which one can grow only when organization grows.

**EXPERIENCE SYNOPSIS:-**

* ***Worked as H.R Executive at Shri Venkateshwara University, Rajabpur (Gajraula) from Feb-2014 toSept-2016.***
* ***Worked as Teacher in St. Mary’s Convent School Kanth, Moradabad from Dec-2016 to July-2017***
* ***Worked as Teacher in J.V. International School Gajraula from Oct-2017 to Dec-2017.***
* ***Worked as PA to Dean at Venkateshwara Institute of Medical Sciences, Rajabpur Gajraula from January 2018 to June 2018.***
* ***Presently working as PS to Vice-Chancellor at Shri Venkateshwara University, Rajabpur, Gajraula (UP) from July 2018 to till date.***
* **JOB RESPONSIBILITIES: -** Contributes best, without reservation, by actively participating in meetings and sharing knowledge, ideas and information.
* Read carefully and solve questions.
* Maintain Daily and Weekly data.
* Always take initiative of new challenges in Team.

**Academic qualification:-**

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| --- | --- | --- | --- |
| **Course / EDucation** | **College** | **Board / University** | **%** |
| M.B.A | SVU Gajraula | SVU Gajraula | 65% |
| B.B.A | I.F.T.M Moradabad | M.J.P.R.U Bareilly | 62% |
| Sr. Sec. Education (12th) | St. Mary Convent School, Gajraula | C.B.S.E Board | 54% |
| Secondary School (10th) | St. Mary Convent School, Gajraula | C.B.S.E Board | 50% |

**COMPUTER Skills:-**

* Working Knowledge of MS-Office and Excel.
* Good command over Internet Browsing.

**STRENGTH:-**

* Flexibility and Adaptability.
* Punctuality and self motivated.
* Communicating: Good communication skills.
* A good team player, hard working and always believe in discipline.

**Extra curricular Actitivites:-**

* Represented Uttar Pradesh as captain in state level cricket Tournament under Super Eleven cricket Federation of India for 3 years.
* Represented School Level Volleyball Team in CBSE Zone Cluster and Team secured 3rd Position.

**Personal details:-**

Father’s Name : Mr. Charan Singh

Date of Birth : 01/07/1987

Gender : Male

Nationality : Indian

Language Known : English & Hindi

**Declaration:-**

I hereby declare that above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correction of the above mentioned particulars.

**Date:-**

**Place: - [AMIT FRANCIS]**