

RESUME



GOVIND KUMAR

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❖ Objective:

Interested In A Challenging Career In A Position Of An Organization With The Opportunity Growth Based On Performance And Opportunity Utilizing All My Experience And Qualification.

❖ Academic Qualification :

- 10th From Up Board In 2004
- 12th From Up Board In 2006
- BA from Kanpur university 2009
- MA from Kanpur university 2011

❖ Professional Qualification:

- Course On Computer Concept From Nielit
- (Adca) Advanced Diploma In Computer Application & Hindi / English Typing From Microsys Institutes Of Information Technology (Miit)

❖ Experience:

- ✓ Documentation Work On Ms-Word
- ✓ Different Type Report/Bill Preparation On Ms-Excel In Transporting Line(2 Year)
- ✓ Challan & Bilti Preparation
- ✓ Two Years Experience As A Data Entry Operator In Finance Department Of Ntpc Unchahar (Utility Powertech Limited A Joint Venture Of Ntpc Limited & Ril Infra)
- ✓ One Year work experience in G4S SECURITY maruti Suzuki gorgon Haryana

❖ Personal Details:

Name : Govind Kumar
Father's Name : Shri Ram Sajeewan
Date Of Birth : 04/03/1990
Marital Status : Unmarried
Language Known : English & Hindi
Correspondence Address : Village . Bheekh Post Shankarpur
Distt- Raebareli, Up-229402

❖ Declaration :

I Hereby Declare That The Particulars Given Herein Are True To The Best Of My Knowledge & Belief And Understand That If Any Information Given Above Is Incorrect , My Candidature Is Liable To Be Rejected.

Place : Jagatpur

Date: ...23/04/2019.....

(GOVIND KUMAR)