

# Jitendra Kumar

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## Objective

To achieve excellence through continuous learning and innovation, thereby emerging as a highly successful and renowned professional. To lead a highly motivated team of people working in harmony so that set organizational goals and objectives are not only met but also surpassed. Ability to support and sustain a positive work environment that fosters team performance with strong communication and relationship management skills. To attain professional excellence & contribute towards the success of the organization through a leadership role in data entry operator, team leader, quality auditor & floor supervisor with an organization of repute; preferably in Telecom / automobile sector.

## Professional Experience

### Organization:

#### **Shell Transource Pvt ltd (A Vertex group company)**

- worked as a **Quality Auditor** with **Shell Transource Pvt ltd**, and managing the agency M/S Gagan deep Singh & Asso. For Shell for its backend **Airtel** process located in Kota, Rajasthan.

### Organization

#### **Kanchan Associates, Kota**

- Worked as a **Team Leader** with Kanchan Associates working for Shell for its backend **Airtel** process located in Kota, Rajasthan.

### Organization:

#### **GaganDeep Singh Associates, Kota**

- Worked with GaganDeep Singh Associates as an **Data Entry operator** for their **Airtel** post paid sales department from August 2006 – May 2010.

### Organization:

#### **Vg Automobiles, Eicher Company**

- Presently working with vg automobiles, eicher motors (VE Commercial Vehicles Ltd).
- I have started my carrier with V.G Automobiles as a Floor Supervisor from mar 2013.
- Presently i am working as a Cashier with V. G. Automobiles.

## Educational Qualifications

- Passed B.Com (2010) from **Kota Commerce College**, Kota, Rajasthan with 44%.
- Passed STD 12<sup>th</sup> (2006) from **Anand Academy Senior Secondary School**, Kota, Rajasthan with 42%.
- Passed STD 10<sup>th</sup> (2004) from **Saraswati Bal Mandir School**, Kota, Rajasthan with 42%.
- Passed ITI in trade- mech. Diesel from pratap ITI kota, Rajasthan (jodhpur technical collage) With 75%

## Software Skills

- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- Basic Computer Knowledge
- O' Level from Doeacc society

## Personal Information

- Date-of-Birth: 30<sup>th</sup> July, 1988
- Languages Known: English, Hindi and Gujrati.  
Permanent address:  
H.No- A/130, Vaishnav Vatika Society,  
Soma Talav, Dabhoi Road,  
Vadodara- 390025
- **Hobbies:** Interacting with people, watching movies and Trekking.

## Strengths

- Good multi-tasking and communication skills.
- Self motivated and ability to lead & work in a team.
- Giving a better output consistently.