# **CURRICULUM VITAE**

## ABHISHEK KUMAR

HOUSE NO.-177, VILLAGE KOTLA

NEW DELHI-91

Mobile No. - +917053284556

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**CURRENT STATUS**:

I am working as a OFFICE EXECUTIVE in **NIF PVT. LTD. (RSPL GROUP)** Vaishali,Ghaziabad since June 2018 to till date.

**CAREER OBJECTIVE**

As a Office Executive, I want to coordinate and control all activities in the Office effectively and efficiently which would help the organization to achieve its objectives and goals with satisfied customer.

**EXPERIENCE**

**NAMASTE INDIA FOOD PVT LTD**

**Roles and Responsibilities**:

* D.O & Payment
* Co-ordinating with the Team
* Interacting with sales officer over Phone.
* All Miscellaneous Work.

**NAGAR AGENCIES DISTRIBUTOR OF MOTHER DAIRY**

**Roles and Responsibilities**:

* Sale Purchase Bill Entry
* Submit Claim on Sap
* Co-ordinating with the Team
* Interacting with sales officer over Phone.
* All Miscellaneous Work .
* Duration: 2 Year

**DEEPAK FOOD AND BEVERAGE DISTRIBUTOR OF KRAFT HEINZ**

**Roles and Responsibilities**:

* Sale Purchase Bill Entry
* Submit Claim on Sap
* Co-ordinating with the Team
* Interacting with sales officer over Phone.
* All Miscellaneous Work .
* Duration: 1 Year Six Month

**Other Skills:**

• Expertise in Using Microsoft Tools namely Word, Excel.

• Capable of working under pressure and meet deadlines as scheduled with quality in work .

Expert in Working with Vlookup Formula.

# **ACADEMIC PROFILE**

* 10th Pass from U.P Board in 2008
* 12th Pass from U.P Board in 2010
* B Sc. from Kanpur University in 2014

**DECLARATION**

I hereby declared that above statements are true to the best of my knowledge and belief.

### PERSONAL PROFILE

Father’s Name : Mr. Raj Kumar Singh

Date of Birth : 10 July 1992

Gender : Male

Language : Hindi & English

Nationality : Indian

Hobbies : Reading books & watching movies

Date :

Place : **(Abhishek kumar)**