

# **CURRICULUMVITAE**

## **JITENDRA KUMAR**



Village: -Sultanpur, Sec-128, Noida  
Distt. – Gautam Buddh Nagar (U.P)  
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## **CAREER OBJECTIVE:**

To work in professional managed organization that provides an opportunity for work to my potential for the overall growth of organization by me.

## **EDUCATION QUALIFICATION: -**

- ✓ 10<sup>th</sup> Passed from CBSE Board 2014
- ✓ 12<sup>th</sup> Passed from U.P Board 2016
- ✓ 3 Year's Diploma of Computer Science Engineering from IIMTC (Delhi)
- Pursuing B.E from Computer Science Engineering IIMTC (Delhi)

## **PROFESSIONAL QUALIFICATION: -**

- Computerized financial accounting (CFA)
- Knowledge of Tally, Microsoft Excel, and Word pad, Power Point, Paint, Internet Surfing etc.

- Knowledge of I-society Manager app this app is working all society record maintain.

### **EXPERIENCE: -**

- 02 Year experience as a post Sr. CLERK (FMG) at Jaiprakash Associates Ltd. Sec- 134 (Kosmos & Klassic) Noida.
- 01 Year experience in Computer Hardware related work as a post Jr. System Engineer from SNP Company Indore (M.P)
- Presently working in Genuine Bazaar (Sector 143 Noida) as a post System Engineer.

### **JOB RESPONSIBILITY: -**

#### ✓ **Jaiprakash Associates Limited (FMG) experience March 2019 to November 2021.**

- Daily checked office e-mail's.
- Daily update occupancy.
- Daily update electricity bill and maintenance bill. Otherwise, any person electric & maintenance bill wrong generate then after correct bill generated by same day and update to flat owner & tenant.
- Daily working updates of side supervisor just like H.K sup. & Civil Sup. & Horticulture Sup. & Firefighting Sup.
- Daily maintaining records of FMG workers Staff.
- Same day all supervisors meet and notice me of daily work done.
- Daily maintaining the Attendance of All FMG staff workers.
- Daily maintaining Non resolving complaints of society owners & tenants.

- All work update day by day of P.C.
- Last day of every month checked all data by **Sr.PE. (FMG)**
- If any problem of all supervisors, then quick call for me and resolve the problem.
- First day of every month all data transfer to Head Office and checked by Senior's.

✓ **SNP Company Indore (M.P) experience Jan 2018 to feb 2019.**

- Windows installation (windows-xp, vista,7,8,10)
- Blue Screen error
- Random Access Memory (RAM) Problem
- Hard disk problem
- Troubleshooting
- Checked Internet connections
- Remote in other P.C and resolve the problem
- Fittings of Computer ports and Connectors on Front & Back side of Central Processing Unit (CPU).
- Some other related work of computer.

✓ **Genuine Bazaar (Sec-143 Noida) December 2021 to till Date.**

- Daily record maintains of our staff.
- Daily record of all products.
- Daily maintain product Goods Service Tax (GST)
- Daily recharge the product prices.
- Daily Updated POSS Machine data and import & export from main server system.

**PERSONAL DETAILS: -**

<b>Father Name</b>	:	Mr. Dori Singh
<b>Date of Birth</b>	:	25/10/1998
<b>Gender</b>	:	Male
<b>Marital Status</b>	:	Married
<b>Language</b>	:	Hindi English
<b>Permanent Address</b>	:-	Village: -Dhanouree Post: -Kaural Distt: - Amroha (U.P) 244251

**DECLARATION:**

I hereby affirm that above information is true to my knowledge and if given a chance in your well-regarded organization, I promise that my inclusion would be an asset in growth of your company.

Date.....

Place.....

**(JITENDRA KUMAR)**