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**Surendra Kumar**

**E-MAIL**

**surendraramteke608@gmail.com**

**Contact No. +91-6260627380, 8817788322**

###  Objective

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging batch & creative environment.

### Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **School /college** | **Year of passing** | **%age** |
| **Higher Secondary** | **C.G.B.S.E.** | **2007** | **56.8** |
| **B. Com.** | **G.G.U.BILASPUR** **(C.G.)** | **2011** | **43.00** |
| **ADCHN** | **GT COMPUTER HARDWARE ENGINEERING COLLEGE**  | **2009** | **65.5** |
| **CCA (6 MONTH)** | **I.G.M.COMPUTER CENTER**  | **2007** | **65.00** |

**Technical skill:**

Operating system : Windows –XP windows 2003

Network OS : Server 2000 /windows server 2013

Networking skill : Cable, connecter, making, peer2peer wireless routing, proxy, server etc.

Repairing : PRINTER, general fault Finding and repairing

Others : Pc assembling installation. Troubleshooting

Internet : Good working knowledge

**Work Experience:**

* 1 Year Working Experience in Data Entry Operator of Trilok Chand

JewelryShop Year Of 2013 to 2014.

* 1 Year 6 Month Experience in Data Entry Operator of Data Docomo Comp.

Year Of July 2014 to Dec 2015.

* 4 month Experience in BRILIYANT PUBLIC SCHOOL Bilaspur C.G.

as post of Transport In charge.

* I still working in LEGEND DISTELLERIES PVT.LTD. Bilaspur C.G.

as a post of Computer Operator.

* Work as a EDP Incharge cum IT Support in AKASH EDUCATION SERVICE LTD.

BILASPUR CG. From Dec 2017 to till date…..

**Field work:**

* 1year field work at **“Computer And Computer Bilaspur (C.G.)**
* 12.06.2007 to 11.10.2011 field work at **“Computer Care” Bilaspur (C.G.)**

 **Personal Skills:**

* Comprehensive problem solving abilities,
* Adaptive to ever-changing and Flexible Environment,
* Good verbal and written communication skills,
* Willingness to learn, team facilitator, hard worker.
* Excellent Software Knowledge (Excel, Word, ERP, SalesForce, SAP Inventory and Logistic)

**Personal Details**

**Name : Surendra kumar**

**Father’s Name : Late** Mr.Narayan Singh

**Mother’s Name :** Smt. Mala Singh

**Date Of Birth :** 28-06-1985

**Nationality :** Indian

**Sex :** Male

**Marital Status :** Married

**Mother Tongue :** Hindi

**Category :** SC

**Languages Known :** Hindi

**Permanent Address** **:**  Shubham Vihar, Near Hardi Mod, Sirgitti

Distt: Bilaspur (C.G.) PIN – 495001

**Declaration:**

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

**Date:**

  **(Surendra kumar)**

**Place:**