**CURRICULUM VITAE**

**Personal Data**

Name:ARVIND KUMAR Date of Birth: 22/08/1983

Father’s Name: SH.OM PARKASH Mobile Phone: **86991-10585, 79861-81289**

Address: H.NO-T23,JCT MILL LTD,144401 E-mail: **tinkuk800@gmail.com**

Teh.PHAGWARA, Distt.KAPURTHALA

State: Punjab

Country: India

**Educational Qualifications**

B.A (ARTS), **SIKKIM MANIPAL UNIVERSITY**

10TH Passed from **PSEB**,

12TH from **PSEB**,

Diploma in Computer Application O LEVEL

**Work Experiences**

**Office Assitance Cum Computer Opertor( PGM PVT LTD ) JALANDHAR**

From Dec 2017 to Jan 2019.

Maintain all Stock in System,,Data Entry, Billing.in System ,Emailing ,Vouchering Maintain ,Filing , Banking etc.

**Sales Consultant ( STAN AUTOS PVT LTD ) PHAGWARA**

From March 2016 to Oct 2017.

New Car Sales,,Make To Plan Events ,Field Work in Marketing ,Maintain Customer Data List ,,Attend to Walkin Customerin Showroom etc.

**Office Assitance Cum Computer Opertor( JCT MILL LTD )PHAGWARA**

From March 2015 to Feb 2016.

Maintain all Stock in System,,Data Entry, Billing.in System ,Emailing ,Table Folding ,etc.

**Customer Care Executive(VIDEOCON TELECOM) JALANDHAR**

From April 2012 to January 2015

Handle all Incoming Calls, Resolve complaints &Query ,Maintain Calls Data in Excel Sheet

**Customer Care Executive(INTELENET GLOBE SERVICE PVT LTD,MOHALI**

From July 2010 to Feb 2012

Handle all Incoming Calls, Resolve complaints &Query ,Maintain Calls Data in Excel

**COMPUTER OPERTOR (ANAND TELECOM)(TATA INDICOM) PHAGWARA**

From September 2006 to May 2010

Maintain theCaf Document&Billing,Cash Collection ,Data Entry etc.

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**Languages**

English, Punjabi, Hindi

**Desired Job**

**Preferred ProfessionalCategories:**

Front Office, Customer Service, Call Centre,Operations, Data Entry, Executive Management, , Others

**Career goals:** To work as wining team leader toward a challenging career in your esteemedCompany. Achieving excellence in every task assigned through hard work, sincerityand to the best of my ability.

**Additional Information**

Friendly and helping nature.

Having strong desire to learn and passionate at my work.

**Dated: ARVIND KUMAR**