

# VIKASH RANJAN

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## Address:

Hathder, Sonagopalpur,  
Gaurichak, Patna, Bihar  
Pin – 800007

## Alternative Contact:

rvikash4165@gmail.com  
+91-9386532141

## Educational Skills:

### Programming Languages:

C, C++, Java, PHP,  
JavaScript

## Tools:

MS Word, MS Excel,  
MS PowerPoint

## Operating System:

Windows, MS-Dos

## Academic Details:

MGM College  
IT & Management, Patna  
Bachelors in Computer  
Application | 2018

Jyoti Kunwar Mahavidalya,  
Higher Secondary School  
12<sup>th</sup>- Class | 2015

Mother's Intl Academy,  
Secondary School  
10<sup>th</sup> – Class | 2013

## Career Objective:

To Succeed in an Environment of Growth and Excellence and Earn a Job which provides me Job Satisfaction and Self-Development and help me achieve Personal as well as Organizational Goals.

## Work Experience:

### Kore Security Services Pvt. Ltd., Patna

Kore Security Services Pvt. Ltd. is a Registered Private Agencies in India. This Firm Deploy Security Guards to the Private as Well as Government Bank This Firm Also Provide House-Keeping, Manpower Services For Bank.

**Designation:** Senior Office Executive

**Working Period:** 07 Nov. 2019 to Till Today.

### Key Result Areas:

Monitor Day-to-Day Matters of Director Office, Managing time Critical and Confidential Projects as per requirement. Interact and get reports from all senior management team in completing the tasks assigned.

Handle incoming communications and respond to internal requests for information on a timely basis.

### Student Corner, Patna

A Small Shop in which we provide Stationary item as well as Cyber Café. and In This Shop we done project help to Student and do online Form Filling, Data Finding etc.

**Designation:** Co-Owner

**Working Period:** Jan-15 to till date.

### Extra Activities:

Logistics  
Office Management  
Customer Service  
Maintaining HR Activities  
Time and Workload Management  
Filing System

### Languages Known:

English  
Hindi  
Bhojpuri



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### Working Skills:

- ❖ Management
- ❖ Customer Service
- ❖ Microsoft Office
- ❖ Team Management
- ❖ Employee Relation
- ❖ Negotiation
- ❖ Team Building
- ❖ Team Leadership

### Personal Details:

- ❖ Father's Name – Mr. Bholu Nath Singh
- ❖ Birth's Date - Jan'06, 1997
- ❖ Gender - Male
- ❖ Marital Status – Single
- ❖ Nationality - Indian
- ❖ Language Known – Local Language, Hindi & English

### Personal Interests:

- Exhibiting a desire to experience new culture and environments-especially involve working with Bank Partners or Clients-can really help resume shine.
- Playing Football.

### Declaration:

I hereby declare that all the information mentioned above is free from error to the best of my knowledge and I bear responsibility for any deviation from them at any later stage.

Date:

Place:

Vikash Ranjan  
Signature