## VIKASH RANJAN

EMAIL - samarp60@gmail.com | CALL ON - +91.7979841885

### 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.

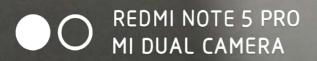
#### Extra Activities:

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

#### Languages Known:

Filing System

English Hindi Bhojpuri



# Working Skills:

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

#### Personal Details:

- Father's Name Mr. Bhola 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