**RESUME**

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|  | **Sunny Kumar**  **Phone** :+91 **9871923645**  **E-mail :** [sunny.kumar541@gmail.com](mailto:sunny.kumar541@gmail.com)  **Address :** K-IInd /16 Indrawas Colony, Sangam Vihar, New Delhi 80 |

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|  | **OBJECTIVE**  To use the knowledge and skills which I have acquired, for the benefit of the organization  and to secure a challenging position where I can effectively contribute my skill.  **EDUCATION**   |  |  | | --- | --- | | *Course* | *Institution* | | Class XII | **National Institute of Open School, Delhi.** | | Class X | **National Institute of Open School, Delhi.** |   **WORK EXPERIENCE**   |  |  | | --- | --- | | ( From Sep. 2017 ) | FOUNTAINHEAD | MKTG  ( DENTSU AEGIS NETWORK ) , Gurgaon   1. As Prepared all the details of the Document in Excel sheet 2. Assisted clients in visa apply 3. Handled Pre departure of all Domestic & International group. 4. Check the visa ticket Insurance 5. Follow Up Client And Vendor’s 6. Coordinate with clients and vendor's |   **COMPUTER SKILL**     * Microsoft Windows XP * Microsoft word XP 2003 and 2007 * Microsoft excel XP * Microsoft Power Point XP * Internet explorer   **KEY STRENGTHS**   * Yearn to Learn * Excellent Management Skills * Can work in a team / independently * Flexibility and adaptability   **OTHER INTERESTS**   * To Explore new place * To listen music   **Personal Details**   |  |  | | --- | --- | | Fathers name | Shiv Charan | | Date of birth | 28/07/1991 | | Languages Known | Hindi English | | Gender | Male | | Marital Status | Single |   I hereby declare that the above information is true according to my knowledge. |
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