**RESUME**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 ) , Gurgaon1. 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. |
|  |  |