**CURRICULUM VITAE**

Madhav Kumar Jha

H.No-1128A,

Gali No: 13, Patel Nagar

Gurugram.

PHONE – 7979849155, 7544009691

E-mail:  jhamadhav00@gmail.com

**This is my application for the post of ………………in your esteemed Company.**

**CAREER OBJECT: -**

**To work with great efforts & potentiality in such a**

**Company where I can prove at every steps with a**

**View To Company’s growth with good sense of**

**Responsibility towards the esteemed concern.**

**STRENGTH: -**

**Quick learner, leadership quality, People oriented, Aggressive worker.**

**PRESENT WORK: -** **Working as CSA Aditya Birla Retail Limited (MORE) 11.02.2019 to till date.**

**Job Profile:-**

* Responsible for day to day operation activity.
* Proficient in programs including Power Point, MS Office and Excel.
* Managing team members and facilitating collaboration in the work place.
* Monthly reporting to the manager.

**WORK EXPERINCE:-** 

* **Working as Account Executive (MAA KALI INTERPRISES PVT LTD. SAHARSA BIHAR)** 01.04.2018 to 31.01.2019.
* **Working as SECURE VALUE INDIA LTD.**

**ATMO Executive (Custodian) from 14.08.2017 to 31.03.2018.**

**EDUCATIONAL QUALIFICATION: -**

**2012:-Graduation : History Honors from Madhepura University (BIHAR)**

**2009: - Intermediate : From Bihar Intermediate Council, Patna.**

**2006: - MATRIC (10th) :** **From B.S.E.B, Patna**.

**PROFESSIONAL QUALIFICATION:-**

* **Account Assistant course from Bhartiya Vidya Bhawan, KG Marg Connaught Palace New Delhi.**

**COUMPUTER SKILLS:-**

* **MS-Office Excel, Internet application DCA and Tally ERP-9.**

**EXTARA CURICULAR** **:**

* **Participating in Social Work and Indoor &Outdoor Game.**

**PERSONAL DETAILS**:**-**

**FATHER’S NAME             :  Shree Jawahar Jha**

**DATE OF BIRTH                   :    10th FEB, 1992**

**SEX                                        :    MALE**

**MARATIAL STATUS             :    UNMARRIED**

**NANATIONALITY                  :    INDIAN**

**LANGUAGE KNOWN            :    HINDI, ENGLISH AND MAITHILI.**

**DECLARATION: -** I havedeclared that all the above mention information is true to the best of my belief and can be produce any time if required.

**Place: -** Guragon

**Date :-**  **(Signature)**

MADHAV KUMAR JHA