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**CURRICULUM VITAE**

**Ashish Kumar**

9560471506 , 8700878506

Ashishkmr422@gmail.com

# Career Objective

A position, which allows substantial valve additional and challenging opportunity that, would groom me to be trusted with complete responsibility.

# Work Experience and Project Details

1. **Prison Department**
   * Period: 12.02.2018 to 08.01.2020
   * Role handled & Job Description: Data Entry & Backend Office, cpro(customer public relationship office)
   * Technology/Framework Used: www.eprisons.nic.in
   * Project Description: PMS & VMS (Prison/visitor Management System)
2. **Time Trading International (BACK OFFICE)**
   * Period: 25.05.2015 to 30.03.2016
   * Job Description: Mailing, Maintain Records of Dental Equipment’s
   * Job Summary: Query handling received through email, Data entry,

Updating on records, backend work etc.

# Educational Qualification

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| --- | --- | --- | --- |
| **Exam** | **Year of Passing** | **Percentage (%)** | **University/Board** |
| Xth | 2007 | 52 | CBSE, Delhi |
| XIIth | 2009 | 55 | CBSE, Delhi |
| B.A | 2014 | Third Division | SOL, Delhi University |
| Diploma in Information Technology | 2011 | 62 | LBSTI, Delhi |
| CCC | 2017 | C Grade | NIELIT, DELHI |
| DATA ENTRY OPERATOR | 2017 | A Grade | NIELIT, DELHI |

# Certification

* Completed **Digital Marketing**From Ducat and successfully completed the projects from 20th July 2017 to 19thsep 2017under training period worked on the project entitled “**EDUCAITON SITE & FOOD&BEVERAGE**.
* Completed **Data Entry Operator** from National Institute Of Electronics and Information Technology.
* Completed **Diploma in Information Technology** from Lal Bahadur Shastri Training Institute, Delhi

# Technical Skills

* **OS Environment**: Windows XP/7/8/10.
* **Database**: MS Word, MS Power Point, Ms Excel, Website: Word press platform

# Personal Strengths and Achievements

* Achievement oriented with people excellent management skill and an ability to manage change with case.
* Proven strength in problem solving coordination.
* Strong commutation, Interpersonal, learning and organizing skill matched with the ability to manage stress, time and people effectively.
* Analytical and logical approach to Problem Solving.

# Personal Dossier

* **Father’s Name** : Mr. Ram Babu Kuril
* **Mother’s Name** : Mrs. Geeta Devi
* **DOB** : 21 September, 1989
* **Marital Status**: Unmarried
* **Address**: B2/3 T-Block Shukkar Bazar Uttam Nagar, New Delhi-110059

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place:

Date :

(Ashish Kumar)