**CURRICULUM-VITAE**

**KESHAV**

**Village Milak Mandhyo**

**Post Kherkhuda**

**Distt Meerut (U.P)**

**Mobile: 9927727242**

**Email: keshavkumarpal8@gmail.com**

|  |
| --- |
| **Objective**  To Join an organization with value Enthusiasm, Professionalism and commitment to performance and offer significant responsibilities and opportunity for growth and learning. |

|  |
| --- |
| **Past job**  **M/s Rama hospital & Research Centre Pilkuwa hapur**  **As (Purchase Executive )**  **Period : 6 Month** |
| **Present Job**  **M/s RAMA HOSPITAL & RESEARCH CENTER**  **As (Office Assistant )**  **Period : September 2017 to till Date** |

|  |
| --- |
| **Key Responsibilities areas & Job Summary**  Working in Rama Hospital & Research Center, NH – 24, Pilkhuwa, Hapur, Near Mother Dairy, Opp Lord Krishna College. |

|  |
| --- |
| **Computer Qualification**   * MS Office * Tally. ERP 9 |
| **Job Profile**   * Assist Seniors * Keep Maintain All Records * Keep Maintain The Required Stock In The Department * To Do Other Work As Assigned By The Management * Should Be Report On Time. * Providing support to the Civil & Maintenance staff. * Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc * Handling communications with clients and vendors via phone, email, and in-person. * Processing transactions, issuing checks, and updating ledgers, budgets, etc. |
| **Academic Qualification**   * Post Graduation (M.com) Chaudhary Charan Singh University Meerut 2018 . * Graduation (B.com) Chaudhary Charan Singh University Meerut 2016 . * Senior Secondary (10+2) from UP Board, Allahabad in year 2013. * Matriculation (10th) from UP Board, Allahabad in year 2011. |

|  |
| --- |
| **Personal Profile:**  Father’s Name : Mr. Satender Kumar  Date of Birth : 05/10/1993  Marital Status : Unmarried  Address of Communication : Village: Milak Mandhyo Post Kherkhuda Distt Meerut (245206)  Contact No. : 9927727242  Language Know : Hindi & English.  Hobbies : Riding bike & Listening song,  Strengths : Team Spirit, Innovative, Determination, Positive Approach, my patience and able to work in stress condition.  Carrier Orientation : Looking for a challenging job, full of responsibilities, I am sure that the confidence and zeal which I have I can reach at the top, but simultaneously I know that to climb the ladder of success it is essential to take a step ahead first.  Salary Expected : Negotiable |

I hereby declare that all the above furnished details are true to the best of my knowledge.

Date:

Place: Meerut **(KESHAV)**