**CURRICULUM-VITAE**

**KESHAV**

**Village Milak Mandhyo**

**Post Kherkhuda**

**Distt Meerut (U.P)**

**Mobile: 9927727242**

**Email: keshavkumarpal8@gmail.com**

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

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| **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** |

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

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| **Computer Qualification** * MS Office
* Tally. ERP 9
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| **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.
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| **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.

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| **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)**