**CURRICULAM VITAE**

**VETENDRA KUMAR PATHAK**

Current Address: House No. 1073, lal Dora, Rithala, New Delhi, 110085

Mob: - 9717653435 , 8920887728

Email: [-vetendrap2013@gmail.com](mailto:-vetendrap2013@gmail.com) , vetendrap2014@hotmail.com

**CARRIER OBJECTIVE:-**

Seeks challenging position within a growth-oriented company at where I can use my abilities to develop a beneficial environment for industry as well as myself.

**WORKING EXPERIENCE:-**

* **2 year** of working experience as an **Office Assistant Cum Computer Operator** with **Government Industrial Traning Institute (GITI) Powayan Shahjahanpur UP** from **15th Dec2013 to 2nd Oct 2015.**
* **2 Year** of working experience as **Executive in Live India Tours & Travels from 16th April 2016 to 16th May 2018**

**Job Role**

* All types of Letter drafting
* Works on MS Word
* Typing in Hindi
* Preparing student list on Excel
* Mainting letters in MS Office
* **2 year** of working experience as **Computer Teacher** with **Netking Computer Center Roza Jn. Shahjhanapur** **(From Nov 2011 to Nov 2013).**
* Teaching students in MS Office Package
* Preapering the data on Excel
* Knowledge of Tally, MS Office.
* **2 Year** of working experience **as Executive in Transport Division** in **Live India Torus & Travel**
  + Booked a cab for a Doctors of all over India who worked as Intas Pharmaceutical & on.
  + To Coordinate to the driver for reporting the place over phone.
* Book a cab by mail in all state.

**PROFESSIONAL QUALIFICATIONS:-**

* Diploma in DCA
* Certificate in Tally 9.0
* Certificate in C language
* Certificate in CCC form Doeacc
* Knowledge of Busy
* Knowledge of Advanced Excel, VBA

**Educational Credentials:-**

* B.A. Program (Graduate) from S.C.BOSE MAHAVIDYALAYA,KAHALI TERWA GAUSGANJ,HARDOI
* .10+2 from UP Board Allahabad in 2005
* 10 from UP Board Allahabad in 2003

**PERSONAL DETAILS:-**

Name : Vetendra Kumar Pathak

Father Name : Shayama Kant Pathak

Date of Birth : 14th Jan 1987

Permanent Address : Ramapur Barkatpur Road, Mathiya Colony, Roza Jn.

Shahjahanpur Pin - 242306

Gender : Male

Marital Status : Married

Language Known : Hindi & English

**PASSPORT DETAILS:-**

Name :- Vetendra Kumar

Date of Issue :- 08/09/2015

Date of Expire :- 07/09/2025

Passport Number :- **N2435451**

Place: - Lal Dora Rithala, New Delhi. (Vetendra Kumar Pathak)

**Signature**