**CURRICULAM VITAE**

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| **BHUPENDER KUMAR**  RZF – 362, Guru Nanak Marg,  Raj Nagar – II, Palam Colony,  New Delhi-110077.  E-Mail: bhupenderkmr2009@gmail.com  Contact No: +91-9990609099, 9717770363 |  |

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**CAREER OBJECTIVE**

To be a part of a reputed organization where skills and creative are observed and work for long-term in same organization to increase my skills and to become professional in same field with developed professional skills.

**PROFESSIONAL EXPERIENCE**

**Office Assistant**

**Bharat Heavy Electricals Limited (On Contract)** **(July, 14 to Till Date)**

* Attending Calls and conferencing.
* Preparing Vendors Bills.
* Processing of Telephone Bills in SAP.
* Process & Keeping record of Furniture Furnishing Bills.
* Booking of Guest House & Hotels for Officials Tours.
* Paying all kinds of personal Bills.
* Keeping records of all kinds of incoming & outgoing Daks.

**Lower Division Clerk**

**N.M.C.C. (Ministry of Commerce & Industry)** **(Jan, 11 to June, 14)**

* Airport Protocol Duties.
* Noting & Drafting of Letters.
* Keeping record of all incoming & Outgoing Dak.
* Preparing Salary, LTC, OTA etc. Bills.
* Arrangement of Officials Meeting.

**Tele Caller Executive**

**AEGIS BPO Private Ltd**. **(Feb, 10 to Aug, 10)**

* Handling Customers for their bills regarding Quarries.

**PROFESSIONAL QUALIFICATION**

* Diploma in Air Ticketing 6 Month Regular Course from YMCA.
* Basic Computer Knowledge with typing speed of 35WPM.

**EDUCATIONAL QUALIFICATION**

* B.A. from Delhi University in 2010.
* 12th passed from C.B.S.E Board Delhi in 2006.
* 10th passed from C.B.S.E Board Delhi in 2004.

**PERSONAL DETAILS**

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| Father’s Name | Sh. Sita Ram |
| Mother’s Name | Smt. Laxmi Devi |
| Date of Birth | 29th July, 1985 |
| Language | English, Hindi (Read/Write/Speak) |
| Marital Status | Married |
| Nationality | Indian |
| Religion | Hindu |
| Hobbies | Listening Music & Playing Cricket |
| Mother Tongue | Hindi |
| Category | SC |

Declaration: I hereby declare that all the above given information is true to my knowledge & original will be produced as and when required.

**Place: New Delhi**

**Date:** **(BHUPENDER KUMAR)**