

CURRICULUM VITAE

NEERAJ KUMAR

B/33/728, Saroop Nagar,
St. No. 2, Post Neta ji Nagar,
Ludhiana.

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CAREER OBJECTIVE :-

- To take professional responsibilities with my utmost sincerity and loyalty and contribute in the organizational growth and development by enhancing my skills, knowledge.
- Always want to give best performance.
- To reach best heights in life with my sincerity and hard work.

ACADEMIC QUALIFICATION :

- 10th passed from PSEB.
- 12th passed from PSEB.

PROFESSIONAL QUALIFICATION :

- Diploma in Computer Application from ABM Infosys (IK Gujral University PTU) Jalandhar.
- B.Sc. (IT) from ABM Infosys (IK Gujral University, PTU) Jalandhar.

WORKING EXPERIENCE

- 3 years experience as Front office Executive with Aryan Export.
- Job Profile.
 - Production Unit Management.

- Planning & Organizing of Designing of Product.
 - Supervision & Coordinating with Cutting & Stitching Department.
- 7 years experience as a Sales Executive & Computer Operator
- Job Profile.
- Supervision & Coordinating with Sales Department
 - Preparing a plan how to increase a sales & getting information about the other company & Correcting the rates of your Company products accordingly.
- 3 year experience as a Sales Executive & CA Assistant
- Job Profile.
- Maintain the Sale Purchase Bill
 - Getting Information about which Product are selling more in the market and according to the purchase of those products and selling these products accordingly.
 - Growing the sale of products online platform like that Amazon & Flipkart
 - Getting information about the other company & Correcting the rates of your Company products accordingly & growing the sale Off line.

PERSONAL DETAIL :

Father's Name : Late Shri Ramesh Chander

Date of Birth : 26-01-1987

Marital Status : Unmarried

Nationality : Indian

Languages know : English, Hindi & Punjabi

PERSONAL STRENGTH

- Self Regulated.
- Confide & Strong Determination.
- Hardworking
- Discipline and positive Attitude.
- Reliable and Sincere.

DECLARATION :

I hereby declare that the all above information given in the documents is true and correct to best of my knowledge and belief.

Date : _____

Place : _____

(NEERAJ KUMAR)