

CURRICULUM VITAE



GOVIND KUMAR

Address:- Village-Ishlampur Colony,
Near-Medanta Hospital ,Sec-38- Gurgaon,
Haryana 122001

Mobile No:- 8802916919

Email:- Yomagovindyoma2016@gmail.com

Career Objective:-

Seeking a challenging and satisfying career with opportunity for growth in organization where I can utilize my abilities

Aptitude skills and interest to achieve profit and success of the organization, Professional.

Educational Qualification:-

- 10" passed from JAC.
- 12' Passed from vinoba bhawe university Hazaribag
- BA Passed From vinoba bhawe university Hazaribag

Computer Knowledge:-

- ❖ Word
- ❖ Advance Excel
- ❖ PowerPoint

Work knowledge:-

- ✓ EPF Knowledge
- ✓ Data Entry
- ✓ Administration
- ✓ Office Record Management
- ✓ Bank Work Document
- ✓ Office Car drive

Work experience:-

- ✓ Yuma Business Solutions put Ltd, In Work Three Worked Years as a General Administration.
- ✓ Usha International Ltd- Working-03-Sep-2018

Personal details:-

- Date Of Birth- 16 March 1994
- Father Name- Shree Mahaveer Yadav
- Nationality- Indian
- Married Status- Married
- Language- Hindi & English
- I am Belong To Jharkhand

Declaration:-

I hereby declare that all the information are given above true to the best of My knowledge.

Date: - Sep 2021

(Gavin Kumar)

Place:-Gurgaon

Signature: - -----