

Nitesh Kumar

Rz-100 h block Dharampura Near Old Shiv mandir Najafgarh New Delhi
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Objective

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

Education

B. A Passed from I.E.C university in 2018

12th Passed from N.I.O.S board in 2012

10th Passed from C.B.S.E board in 2009.

Professional Qualifications

Six months Data Entry Operator from I.T.I Jail Road in 2010

One year Computer hardware and Networking course from Shiksha Sansar Institute of Technology in 2012

Experience

Executive

Mar-2022 - Present

Max life insurance

Perform day to day activities tracker updation transaction send for multiple service provider follow up to the service provider about transaction solve query over the emailing

Management Trainee

Jan-2021 - Apr-2021

Quality Council of India

Invoice Circulation lab coordination invoice circulation payment followup from clients

Computer Operator

Feb-2019 - May-2020

Spectrum Talent Management Pvt Ltd

Perform activities on daily basis like public dealing document verify for candidates who perform the driving test

Admin Executive

Dec-2017 - Aug-2018

Mayasheel Retail India Pvt Ltd

Perform reception activity coordinate with vendor

Housekeeping and pantry staff handling

Handle courier and follow-up to send courier

Deposite check in bank

Skills

Ms office

Emailing

English typing

Interests

Driving

Listening Music

Internet surfing

Languages

English

Hindi

Personal Details

Date of Birth	10-Oct-1992
Marital Status	Single
Nationality	Indian
Father Name	Mr.Ram Tirath Chauhan
Religion	Hindu

Date:-

Place:-

(Nitesh Kumar)