

# CURRICULUM VITAE

**Amit Kumar**

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**Objective:** I want to join an organization, which can provide me boost to enrich myself with the knowledge & experience and can ensure my dynamic career growth. The organization growth is the main objective as it can help me growth and through it I can enhance myself.

## **Educational Qualification:**

<b>Course</b>	<b>Specialization</b>	<b>Institute</b>	<b>Percentage</b>	<b>Year of passing</b>
MBA	Marketing	Punjab Tech. University	68	2014
BA	Economics	R.S College, Muzaffarpur	51	2012
12 <sup>th</sup>	Science	R.S College, Muzaffarpur	58	2009
10 <sup>th</sup>	-	Government Higher secondary school, (BSEB)	60	2007

## **Computer Knowledge:**

Windows 98, 2000 & XP, MS-Office, MS-Word, MS-Excel, MS-Power Point, Internet, E-mail etc..

## **Work Experience:**

### **Oct 2012 to January 2019**

- Working as a Office Co-ordinator with, Vajiram and Ravi (Institute for IAS Examination).
  - April 2019 to till Date**
  - Working as a Class Coordinator with, Unique Shiksha (Institute for IAS Examination)**

## **Job Profile:**

- Maintain office systems of various kinds to facilitate efficient functioning.
- All administrative functions for the office, ensuring smooth daily operations of the organization and equipment - including office supplies, maintenance of

- records and organizing and maintaining files.
- Coordinate teacher arrangements and their needs.
- Coordinate all the work within organization.
- Supervise Office Assistant.
- Answer Office Land line Phone and direct calls.
- Manage all division correspondence (incoming and outgoing emails, fax, letters) and coordinate dispatches from our division.
- Manage all payments under supervision of the Administrator.
- Take on any other work assigned by Administrator or Teachers from time to time based on the evolving needs of the organization.

**23<sup>th</sup> March 2009 to 19<sup>th</sup> March 2011**

I have 2 years Marketing experience in hp show room

**Job Profile:**

- Staff Handling
- Cash Handling
- Ordering
- Merchandising
- Reporting
- Handling the customers
- Give them the perfect thing which suite in them to make regular for my Institute
- Handling all type of customer query
- Ordering of stock according to the present stock details
- Inventory taking
- Making daily misc report
- Banking
- Send required mails to supervisor, billing etc.
- Create a great environment for my staff
- Handling Staff
- Ordering of Stocks related to Institute
- Handling Cash Desk as well as billing

**Summary of Skill & Abilities:**

- High Interpersonal Skills
- Believe in Team Work
- Follow-up Ability
- Proactive
- I like to initiatives for my Job

**Behavioral & Strengths** : Positive Attitude, Good Common Sense, Willingness and Eagerness to learn and readiness for hard working .

**Hobbies:** Traveling & exploring new places, reading and listening to music watching Movies, Interacting with People, Making New Friends.

**Personal Information**

**Father's Name** : Bhairav Prasad  
**Date of Birth** : 07/06/1988  
**Present Address** : T-609/S Baljeet Nagar,  
New Delhi-  
**Permanent Address** : Bairya,Muzaffarpur,  
**Marital Status** : Married  
**Nationality** : Indian  
**Language Known** : English & Hindi  
**Sex** : Male

Date:  
Place: Delhi

**(Amit)**