

Curriculum Vitae

Personal Information:

Name: Jatin Kumar

Phone: +91 98728 79224

Email: jatinjas8@gmail.com

Address: House No. 227, Street No. 3, Bhagat Pura, Phagwara, Punjab

Date of Birth: 4th June 1999

Career Objective:

Dedicated administrative support professional with experience in university operations, currently pursuing an MBA to advance my career and contribute effectively to a reputed organization.

Education:

MBA - Lovely Professional University (Jan 2025 – Dec 2027) [Pursuing]

BA - Lovely Professional University (Nov 2022 – Jan 2025) [CGPA: 7.0]

Work Experience:

Administrative Support Staff, Lovely Professional University (Nov 2019 – Jun 2025)

- Provided administrative support and coordinated departmental tasks.
- Maintained documentation and handled student/staff queries efficiently.
- Supported office functions and daily operational needs.

Skills:

- Computer Knowledge

Languages Known:

- Hindi (Fluent)
- Punjabi (Fluent)
- English (Basic)

Hobbies & Interests:

- Watching and playing cricket