

RESUME

SEVENDRA KUMAR

I am Computer Operator

House No. 87, Yadav Para
Jora Krishak nagar,
Raipur Chhattisgarh – 492012
Mob No. 6266198431
Email id: skssks051@gmail.com



CAREER OBJECTIVE

To make contribution in the organization with best of my ability and also to develop new skills during the interaction to achieve new heights.

ACADEMIC QUALIFICATION

S.N	CLASS	SCHOOL/COLLEGE	BOARD/ UNIVERSITY	YEAR	PERCENTAGE
1.	10 th	Govt. High Secondary School, Gondpara Abhanpur	C.G Board	2017	73.33%
2.	12 th	Govt. Higher Secondary School, Ghughuwa	C.G Board	2019	59.4%
3.	ITI(COPA)	Prism Private ITI Mahakakhurd Utai	NCVT	2022	91.5%
4.	GRADUATION(BA)	Dr.Khubchand Baghel Govt. PG College, Bhilai-3	HYV Durg	2023	73.61%

OTHER QUALIFICATION

S.N	CLASS	SCHOOL/COLLEGE	BOARD/ UNIVERSITY	YEAR	PERCENTAGE
1.	Advance MS Excel	STP Computer Education	Ministry of MSME Government of India	2023	84%
2.	Erp 9 Tally	STP Computer Education	Ministry of MSME Government of India	2023	Running

WORK EXPERIENCE

- 3 months Data entry operator and online form fill up work in property tax surway (2022-23).
- 3 months all printing work in new quinc computer printing and graphic Raipur (2023).

COMPUTER SKILLS

- Basic knowledge of computer
- Microsoft office 2007(word, excel, power point, access)
- All printing knowledge
- Internet browsing
- Tally basic knowledge

STRENGTHS FACTOR

Good strengths' of working with team, strong ability to work creative & determination.

PERSONAL INFORMATION

Father's Name : Mahesh Kumar (death)
Date of birth : 28-Jan-2001
Language known : Hindi, English and Chhattisgarhi
Gender : Male
Nationality : Indian
Marital Status : Unmarried

DECLARATION

I hereby declared that the above information given by me is true to best of my Knowledge.

Date:

Place: Raipur Chhattisgarh

(SEVENDRA KUMAR)