# *RESUME FOR JOB*

# *SACHIN KUMAR*

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| **Contact Address:House No. C-3/4, New Kondli, Mayur Vihar Phase-3**  **Delhi-110096** | C:\Users\ak\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Sachin Photo.jpg |
| **Age: 27** |
| **Phone: +91 9650921800** |
| **E-mail Id:** travelssachin629@gmail.com |

### Working experience/responsibilities/knowledge skills

### C.S.C. Academy And Bharti Charitable Trust Mayur Vihar Phase-3 Delhi

* Presently working at CSC Center and CSC Academy.
* Health and Vehicle Insurance .
* Bank Account opening Saving and current Both.
* Sale of Used Car And Loan Providing.
* Presently handling the team for dispatch.

### Ministry of Health & Family Welfare Indore MP Govt. of India.& RS Enterprises Delhi.

* 2 Years work experience in Home Loan, Personal Loan , Vehicles Loan and Loan on Old Vehicles.
* 2 Years Well knowledge Gem. Purchase and Biding.
* Maintain record of material receipt & issue entries like invoicing, Billing & E-way bill on Daily basis reports.
* Generate the invoice with Software.
* Handle the team for dispatch.
* 4 Years’ Experience CDR Realcon Pvt Ltd Sector 10 Noida UP

## KNOWLEDGE

* Having good knowledge about MS OFFICE.
* Having good knowledge about driving four wheeler .
* Good knowledge about stock, time manage, team handling and dispatch department.
* Security Entry and checking of vehicle, material, inward entry, outward entry, delivery challan.
* Regular Stock monitoring and Verification of Stock on daily basis

#### Current designation and working experience:-

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| **Aug 2018To Feb 2019** | Worked in Ministry Of Health & Family Welfare Indore MP Govt of India |
| **March 2019 To March 2022** | Work With RS Enterprises Mayur Vihar Phase-3 Delhi-110096 |

**Educational Qualification**

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| **Year** | **Institute/University** | **Degree** |
| 2017 | Dr BR Ambedkar University Agra UP | M.A. |
| 2015 | Dr BR Ambedkar University Agra UP | B.A |
| 2012 | CBSE Delhi | Class 12th |
| 2010 | CBSE Delhi | Class 10th |

1. **Certificate Of Marit : Indian Institute of Computer Science Delhi**
2. **Certificate of Passing from Indian Institute of Banking & Finance.**

**Personal Details**

Fathers Name : Sh. Bharat Singh

Mothers Name : Smt. Rekha Rani

Date of Birth : 29/09/1995

Language Known : Hindi, English

Marital status : Married

Nationality : Indian

Permanent address : C-3/4 New Kondli , Mayur Vihar Phase-3, Delhi -110096

**I, hereby declare that the above said information is true to the best of my knowledge.**

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Date: 08/09/2023 (Sachin kumar)

Place: Delhi