



ANIL KUMAR

Village & Post Office Saloh

Pin code: 177209

Tehsil & District Una

Himachal Pradesh

Contact No.: +91-9816640364

E-Mail: anil3887@gmail.com

Career Objective:

I am seeking a position in leading professional organization which would offer me a learning environment and growth opportunities.

Professional Qualification:

- B.Sc. IT from Kuvempu University Shankaraghatta, Karnataka in 2011 in B grade.
- GNIIT (Software Engineering) 36months diploma from NIIT.

Educational Qualification:

- ❖ 12th from *Himachal Pradesh Board of School Education Dharamshala* in 2008 with 61% marks.
- ❖ 10th from *Himachal Pradesh Board of School Education Dharamshala* in 2004 with 52% marks.

Linguistic Proficiency:

- ✓ English
- ✓ Hindi
- ✓ Punjabi

Experience:

- ❖ *Work done as a Senior Office Assistant cum Computer Operator in M/s Aditya Travel Services SCO 8, 1st Floor, New MC Park Market, Near Bachat Bhavan Una H.P. (Who is vehicles service provider for Govt. Departments.) from March 2020 to March 2024.*

- ❖ *One year work experience as online consultation, marketing & products promotion of IFAZONE brand of garments in Dynamic Beneficial Accord Pvt. Ltd. Mohali PB.*

Strengths:

- ❖ **Sincerity**
- ❖ **Dedication**
- ❖ **Honesty**

Skills:

- Punching all the data in Microsoft word, Microsoft Access & Microsoft Excel, Microsoft PowerPoint, Emails, Drafting Letters & Downloading.
- Maintaining all documents like notice, bills, letters, vehicle documents & agreements etc.
- Skills in maintaining all records, registers and writing the minutes of meeting and corresponding with external & internal clients.
- Gathering/Updating data to maintain departmental records & database.
- Directing the office correspondence, mail management and fixed assets management.

Personal Information:

Father's Name: Sh. Gurdas Ram
Mother's Name: Smt. Vishni Devi
Nationality : Indian
Religion: Hindu
Date of Birth: 06th Dec, 1988
Marital Status: Married

DECLARATION

- ❖ *I do hereby declare that the information provided above is true to the best of my knowledge.*

Date: 31st July,2024

Place: Una

Anil Kumar