

## Resume

### **AMRESH KUMAR**

Address :- 163, Yamaha Vihar Colony, Sec-49, Noida, UP  
Mobile No. :- 8540960498  
Email ID :- sonu.amreshkumar@gmail.com

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#### Objective :-

- To work with full commitment and dedication for the interest of the organization. To attain a position at work, place which helps me to utilize my knowledge, abilities and skills for achievement-oriented work to be a part of an organization. Where I can learn and contribute.

#### Educational Qualification :-

- **B. TECH (Information Technology)** Passed from PTU, Jalandhar in 2013 with 62.97%
- **12<sup>th</sup>** Passed from BSEB, Patna in 2008 with 49.66%
- **10<sup>th</sup>** Passed from BSEB, Patna in 2006 with 58.58%.

#### Computer courses & Training :-

- DCA (Diploma in Computer Application) from Patna in 2008.
- Hardware & Networking (CCNA) one month training from Jetking, Patna in 2011.
- Network Technologies 6 months industrial training from Vibe tech solution, Chandigarh in 2013.

#### Work Experience :-

- **Total work experience - 7 Years approx.**
- **M/s Provana India Pvt. Ltd. as Process Analyst from April 2022 to till now.**
- **M/s Link biomed Services Pvt. Ltd. as Service Coordinator cum Assistant Manager – Operation from October 2019 to June 2021.**
- **M/s Innovation Meditech Pvt. Ltd. as Service Coordinator from October,2018 to September 2019 (next company transfer to new firm – Link biomed from Oct 2019.)**
- **M/s Bluebird Pure Pvt. Ltd. as Service Coordinator from October 2017 to October 2018.**
- **M/s ADH Labs Pvt. Ltd. as Service Engineer & Service Coordinator from December, 2014 to September, 2017.**

#### Technical Skills :-

- CCNA (Network Technology)
- Best in Computer System
- Familiar with formatting & Installation OS.
- Well Versed Knowledge of software installation & Upgradation.
- Well Versed Knowledge Computer Hardware & software testing.
- Assembling, Testing, Installation, Upgradation, Service & Maintenance of driving Simulation Systems.
- Advance MS-Excel with formula, Pivot Table & V-Lookup.
- MS-Word, MS-Power Point , tally, SAP

- Brief Knowledge of Internet
- Handling ERP & CRM Software
- Store Management System
- Team Handling
- Customer service support & complete support after sales like installation, service complaint, contracts, upgradation
- Machine service complaint, complaint allocation, Engg. Site visit planning & scheduling.
- Travelling planning, Expenses as per company rules.
- Contract service like PMS, AMC, CMC, Per call charges, Luminary, MOU/DEMO.
- Production & Dispatch Planning
- Knowledge of accounts like invoice, sell, purchase, TDS, GST.
- Knowledge of HR role like attendance, salary, ESIC, PF, Offer letter, Appointment letter, Full n Final,
- Maintain documentation & Filling as required.
- Legal Back Office

**Languages :-**

- Hindi & English

**Hobbies :-**

- Playing Cricket & Chess
- Travelling
- Learn New Technology

**Personal Details :-**

Father's Name	:-	Mr. Vinod Prasad
Mother's Name	:-	Mrs. Shobha Devi
Date of Birth	:-	04-09-1991
Gender	:-	Male
Marital Status	:-	Unmarried
Nationality	:-	Indian
Permanent Address	:-	Vill - Tiskurba, Post - Chhatiyana, P.S - Harnaut, Dist. - Nalanda. BIHAR 803110

**Declaration :-** I declare that the information given above true & to the best of my knowledge.

*Place :-*

*Date :-*

*Amresh Kumar*

Signature

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