

# **CURRICULAM VITAE**

## **SURJEET KUMAR**

D-1917, Vikas Kunj, Indrapuri,

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## **CARRIER OBJECTIVE**

Looking for an entry into a world class, highly professional organization with challenging and competitive environment, where I can use my knowledge base as well as personal attributes to achieve the organizational goals.

## **EDUCATION QUALIFICATION**

- Completed **(B.A.)** Graduation from Delhi University
- Completed **12<sup>th</sup>** class from CBSE
- Completed **10<sup>th</sup>** class from CBSE

## **TECHNICAL QUALIFICATION**

- Completed “A” Level from **DOEACC**
- Completed **CIC** from **IGNOU**
- Completed **Tally 9.0** course from **Impulse Computer Institute.**
- Completed **Hardware** course from **Oxford Computer Institute.**

## **WORKING EXPERIENCE**

**Metal Power Analytical India Pvt. Ltd.** as a Sales Coordinator cum MIS (22 Jan 2018 TO 26 Dec 2020).

- Making Quotations and getting PO from customer and resolving queries.
- Taking follow ups for AMCs.
- Coordinate with Team persons for taking their attendance and reports for sending the reports file to HO.
- Co-ordinate with Dispatch and logistic department to ensure about dispatch.
- Making reports day wise weekly wise, month wise etc...
- Co-ordinate with Sales, Account, HR Department.
- Making arrangement for traveling and coordinating with vendors.

**Orange Education Pvt. Ltd.** as a Sales Coordinator cum MIS (21 Oct 2015 TO 21 Jan 2018).

- Making reports day wise weekly wise etc...
- Co-ordinate with sales employees for taking their attendance and reports.
- Making arrangement for traveling and coordinating with vendors.
- Resolving Customers’ queries.

**Marico Capital Pvt. Ltd.** as a Sr. MIS(1 Feb 2014 TO 02 June 2015).

- Making reports day wise weekly wise etc...
- Co-ordinate with sales employees for taking their attendance and reports.

**ASNS Infrastructure Pvt. Ltd.** as a Sr. MIS (6 Jan 2013 TO 31 Jan 2014).

- Generating reports monthly and per day wise.
- Maintain database of the company on AIMS & EXCEL
- Co-ordinate with sales employees for taking their attendance and reports.
- Resolving the complaints of the customer.

**Impulse Computer Institute** (08 September 2009 to 31 Dec 2012).

- Making Reports on Excel.
- Handling Customers.

**One year experience as a Customer Support Officer with Mphasis Pvt Ltd at Noida.-64**

## **TECHNICAL SKILLS**

- Operating System: Windows 98/2000/XP/2007/2010
- Proficiency tools: MS Excel, MS Ppt, Ms word, Tally 9.0
- Typing Speed **30 wpm**
- **PHP, CSS, Java script, Wordpress, HTML, Dhtml**

## **PERSONAL PROFILE**

Father's Name : Sh.Shyam Lal  
Date of Birth : 06/04/1984  
Nationality : Indian  
Sex : Male  
Marital Status : Married  
Leisure Pursuit : Computing

## **DECLARATION**

I hereby declare that all the above information is true to best of my knowledge & belief

Date:-

Place :-

**(Surjeet Kumar)**