 **Ankur Kumar**

Abu Dhabi, UAE

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 **CAREER OBJECTIVE**

To enhance my acquired technical skills and develop non-technical ones by working for an organization where I can apply my thoughts and also be a driving force for the growth of the organization and hence for humanity.

 **EDUCATION**

Bachelor of Technology- Electronics and Communication (Data Structure, Networking, Object oriented programming and etc.)

Graphic Era University, Dehradun, India.

**SUMMER TRAINING EXPERIENCE**

* Project Title : 2 layer user identification and intrusion detection system
* Organization : Robohub (Dehradun)
* Designation : Trainee
* Period : 6 weeks

 **Key Learning:-**

* Learned Python programming for Raspberry Pi along with sensor interfacing through GPIO ports and application of Raspberry Pi for various software and hardware projects.

**PROFESSIONAL EXPERIENCE**

1. **Developed a website for Talent for Passenger Charter Bus Abu Dhabi, UAE.**

**Tools Used**

* + HTML
	+ CSS
	+ JavaScript
1. **Worked as a free lancer 360 virtual tour creator and photographer for Google street view.**
2. **Organization** :  **Delta 360**

**Working Period** : 19th February 2018 to 27th August 2019

**Designation** : Office Administrator / Accountant / Documentation Assistant

**Responsibilities**

* Process incoming and outgoing mails, includes sorting, date stamping and attaching references, and send /receive telexes-mail or facsimile messages.
* Maintained files, records, documents and lists of contact information.
* To maintain confidential and general files and keep required office stationary and supplies.
* Develops and maintains confidential or complex files.
* Maintain the dispatch registering system for incoming and outgoing mails.
* May supervise subordinate staff.
* Coordination of activities between client, management and contractors/sub-contractors.
* Follow up office requirement e.g, stationary, furniture, refreshment etc.

 **COMPUTER SKILLS**

* C/C++ Programming
* JavaScript, HTML, CSS
* Basic Java Programming
* Microsoft office(Advanced)
* Adobe Photoshop
* Adobe after effects
* Adobe XD
* Adobe Premiere Pro
* Blender Animation
* Good understanding of Hardware and peripherals devices.

**SKILLS**

* Excellent typing skill.
* Time management and deadline-oriented skills.
* Versatile Administrative skill.

**STRENGTHS**

* Easily adaptable to new situations
* Keen learner
* Absence of exasperation
* Active listening
* Problem Solving

**PERSONAL DETAILS**

 **Date of birth :** Sep 9th, 1993

 **Marital Status :** Single

 **Father’s Name : Mr. Sanjay Kumar**

 **Mother’s Name : Mamta**

 **Languages known :** English, Hindi

 **Passport No.** : T3352308

 **Visa Status :** Visit Visa

**Date:**

**Place: Ankur Kumar**