

Resume

Jitendra Kumar

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Near Al Ahlia Hospital,
Hamdan Street, Abu Dhabi, UAE



Job Objective:

A post graduate in computer science (**MCA**) seeking to be a part in your organization where I can get a chance to effectively utilize my knowledge and skills to contribute in the progress of the organization

Academic Qualification:

- **MCA** under Punjab Technical University(2011-2014)
- **BCA** under Punjab Technical University (2007-2010)

Professional Experience:

Recently worked as **IT & Admin officer** in **MIS Group (Tamkor,Rajasthan)** since **April 2017 to August 2021**

Job Responsibilities -

- Providing administration support such as collection reports, attendance, outstanding & other back office reports to Senior Management
- Organize and maintain files and databases in a confidential manner
- Update marketing communication platforms such as web portal and social media
- Create and maintain filing systems, both electronic and physical
- Establishes, maintains, processes and updates files, records, certificates or other documents
- Maintain and order office supplies
- Coordinate staff travel arrangements including transportation and accommodations
- Answering and directing phone calls to relevant staff
- Schedule and coordinate staff and other meetings
- Generate reports and other documents from Backoffice software
- Ensuring that the IT structure of the organization remains up-to-date
- Maintained strict confidentiality of all applicant information

NRM Group (Jhunjhunu, Rajasthan) as an IT assistant

From **June 2015- Feb 2017**

- Upgrade and install new software and hardware and perform troubleshooting
- Ensuring that the internal IT structure of the enterprises remains up-to-date
- Answering phone calls and directing calls to the respective employees
- Developed positive relations with external vendors and clients
- Making schedule of staff meetings
- Supporting other staff with organizational tasks
- handle customers queries

Computer & Technical Skills:

Programming Languages	:	C, C++, MySQL
Web Development	:	Python, Html,CSS
Operating Systems	:	Windows 7, 8 and 10
Others	:	Microsoft Excel, Word & Outlook, Computer Hardware, Software & Networking

Other Professional Strengths:

- Working knowledge of general office equipment
- Data entry such as sales-purchase, expenses figures etc
- Possibly maintaining the company social media accounts
- Excellent Typing speed
- Proficient computer skills, including Microsoft Office
- Strong interpersonal skills with verbal/written communication
- Comfortable with routinely shifting demands
- Positive attitude with good communication skill
- Young, energetic, result oriented professional with strong academic track record
- Good analytical and problem-solving skills
- Hard working, sincere, fast learner and self-starter
- Flexibility, Time management, Ability to handle Stress situations effectively
- Dedicated and highly ambitious to achieve personal goals as well as the organizational goals

Personal Details:

Father's occupation	:	Farmer
Marital Status	:	Married
Date of Birth	:	30 th Dec 1990
Languages Known	:	English, Hindi, and Punjabi
Visa Status	:	Visit Visa (90days)

I hereby declare that the above-mentioned details are true and best of my Knowledge.

JitendraKumar