On visit visa (13.02.2022 to 12.05.2022)

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| |  | | --- | | **Vikas Kumar** | | **Date of birth : 14 April 1992** | | |  | | --- | | **Contact** | | **Mob no. : 0507968041**  **e-mail : vikas.jangir@ymail.com** | |
| |  | | --- | | **Address** | | Ward no.9, Dhighal road, Behind tanuj book depot, Mandawa Jhunjhunu-333704 Rajasthan, India | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | To work in challenging and creative environment where my capabilities and strengths are fully utilized, timely enhanced and duly rewarded with the growth of the organization | | | |
| |  | | --- | | **Key Skills** | | - Strong understanding of principles of business administration and their practical usages.  -Understanding International Services and operations.  -Excellent managerial qualities.  -Proficiency web search tool.  - Dealing with Human resources. | | |
| |  |  |  | | --- | --- | --- | | **Education** | | | | Master of International Business | Department of Business Administration, University of Rajasthan, Jaipur. | 2016 | | Bachelor of Business Administration | University Commerce College, Jaipur. | 2014 | | Senior Secondary | Central Board of Secondary Education, Delhi. | 2011 | | Secondary | Central Board of Secondary Education, Delhi. | 2009 |  |  | | --- | | **Professional Experience and Core Qualifications** |  |  | | --- | | **Infosys- Business Process Management (2016 to 2021)**  1. Able to process sensitive data and handle all correspondence and dictation with uncompromised integrity and confidentiality  2. Can easily built rapport with clients, vendors, and project holders both in person and in writing.  3.Always maintains a positive and professional demeanor, with ability to install the trust and engagement to others.  4.Provide comprehensive administrative, personal support and financial advising firm, with scope with scope of responsibility that includes dictation, correspondence, office management. | | |
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| |  | | --- | | **Activities and Interests** | | |  |  |  |  | | --- | --- | --- | --- | |  | * Reading |  |  | |  | * Archery |  |  | |  | * Community Involvement |  |  | |  | * Mentoring |  |  | |  |  | | --- | | **Technical Proficiencies** | | Microsoft office suite, Quick books, Adobe creative suite, and Standard applications and procedures. | | |
| |  | | --- | | **Other Qualifications** | | |  |  | | --- | --- | | 1. Organization and Time Management  2. Written and Verbal Communications  3. Accuracy and Attention to Detail  4. Knowledge of Relevant Software  5. Tact and Discretion  6. Multitasking  7. Team work |  | |  | | |  |  | |  |  | |  | | | | |

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| **Personal Information** |
| |  |  | | --- | --- | | **Father Name** | Suresh Kumar | | **Language** | Hindi, English | | **Gender** | Male | | **Marital Status** | Married | | **Passport No.**  **Expiry Date**  **Place of issue** | K8509795  31/03/2023  Jaipur | |

**Date:**

**Place: Signature**