**RESUME**

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**RAUSHAN KUMAR**

**Mobile**: +971-559099534

**Email:** **raushan17071994@gmail.com**

**OBJECTIVE**

To continue my career where I can combine my previous experience with my zeal to learn and put my knowledge to good use, at the same time contribute significantly by utilizing my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to achieve its long-term goals.

**PERSONAL**

I possess very pleasant personality, can communicate any difficult situation and work on demanding environment. I’m started as a teacher in very young age in India .after that I was work in A A INFOTECH AS THE POST OF Customer Care Executive . I have home country experience in Teacher, Computer operator , Fi, Salesman . Now I’m working as a COMPUTER OPERATOR in AL GURG UNILEVER and joined the Unilever from APRIL 29 , 2019.

**ACADEMIC QUALIFICATION**

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| --- | --- | --- |
| Examination | Year | Board/Authority |
| **Intermediate in Commerce Exam(I.COM)** | **2013** | **CHRIST COLLEGE , ODISHA** |
| **School Leaving Certificate Exam(S.L.C.)** | **2011** | **B.S.E.B. PATNA** |
| **M.S.S.G DEGREE COLLEGE ,ARERAJ** | **2018** | **B.B UNIVERSITY** |

**Professional Training**

|  |  |
| --- | --- |
| **Type of Training** | **Year** |
| **Diploma Training English Type writing course** | **2012** |
| **Computer Office Package Training course** | **2013** |

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| **Good Typing speed In English and also Hindi**  |
| **Good knowledge of Excel , word ,and ms power point**  |
| GOOD KNOWLEDGE OF ENGLISH AND ALSO HINDI SPEAKING AND WRITING .  |

**Personal Interests**

**To Face new challenges and sports.**

**Career Wish**

**To work in next level to show my potential and show new way of working.**

**PROFESSIONAL EXPERIENCES**

1. Working as an Assistant computer operator in **Al Gurg Unilever LLC**, Dubai UAE from APRIL **2019** to till on **Helper**, to **file MANAGEMENT**  to **computer operator .**
2. **Working as a Customer Care Executive in A.A. INFOTECH PVT LTD , Handling hug number or inbound and outbound calls and after six month I was promoted and Handling the post of Q.A (Quality analyzer ).**

**Brief of Job**

* Inbound/ Outbound work in SAP and online and offline HRM ..
* Reporting as required
* File management
* Excel work
* Presentation work in power point

**PERSONAL DETAILS**

Name : **Raushan kumar**

Date of Birth : ***11th January 1996***

Nationality : **INDIA**

Gender : **male**

Marital Status : **Unmarried**

Visa Status : **Employment visa**

Passport No : P8558902

Language : **English, Hindi, Bhojpuri ( speak and write**)

Contact Address : Dubai

UAE

Reference : Available on Request

**Certification:a**

I, the undersigned, certify that, to the best of my knowledge and belief, bio-data correctly describes my qualifications, achievements and myself. I understand that any wilful misstatement described herein may lead to my disqualification or if employed

 *Raushan kumar*

DATE