

RESUME

GOVIND KUMAR

S/o- RAMESHWAR SINGH

Add - U20/40 dlf phase 3, gurgaon haryana 122002.

E- mail Id – govindmehta1997@gmail.com

(M) : 8873613002

: 6202335707

Educational Qualification

- ❖ Graduation
2st div. (Bsc.) 2017 veer kuwar Singh University, Ara
- ❖ Intermediate
(2nd Div. Session 2014 from B.S.E.B.)
- ❖ Matriculation
(2nd Div. Session 2012 from B.S.E.B)

Personal Strength

Ability to lead and motivate team to achieve all assigned targets and organizational goals.
A strong sense of responsibility and commitment towards assignments undertaken.
Ability to create good coordination and efficient cooperation among team members.
Ability to adjust in changing work cultures and environments with ease.
Good communication skills.

Soft Skills :

- ❖ Certificate course in computer application with tally (iice chandigarh, india)
- ❖ Typing speed 25 wpm .

Experience :

- ❖ 1 year and 8th months experience in Teleperformance Pvt Ltd. Gurgaon.
Customer service associate- Income tax
- ❖ 6th months experience in Sequential technology international Pvt Ltd, Gurgaon Haryana
Data processing associate - Indirect u.s. process

Personal Details

Father' s Name	:	Rameshwar Singh
Date of Birth	:	07.04.1997
Nationality	:	Indian
Sex	:	Male
Religion	:	Hindu
Marital Status	:	Unmarried
Hobbies	:	Playing Cricket and watching movies
Language Known	:	Hindi , Bhojpuri & English

Declaration

I hereby affirm that all the above stated information is correct & truthful in the best of my knowledge and belief.

Date :... ..

Place :... ..



Edit with WPS Office

Signature