JAYANT KUMAR

**Harsha Sharma**

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|  | To obtain a challenging position in an organization where I enhance my skills and strengths in conjunction with the organization’s goals and objectives and work to the fullest of my potential. |
| **Personal** |
| **Profile** |
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|  | Working with **GLOBIVA SERVICES PVT LTD**. as a associate...December2020* Handling a seller queries
* Handling email process
* Pro Passed Sec. in 2017
* Passed Sr. Sec. in 2019
* One year Diploma in AutoCAD solid works from Wiz crafter edu, PVT. LTD. New Delhi
* Pursuing Graduation in Bachelor in business administration (Final year).
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| **Experience**  |
| **Job profile** |
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| **Education Qualification** |
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| **Professional*****Skill******Personal Set******Personal*** | **.****Known Packages in computer: -*** **Operating Systems: Window 9, Window Me,Window XP and window 10.**
	+ **Software:** MS Word, MS Excel, MS PowerPoint and Outlook

Adequately familiar with **Internet & E-mailing** applications.* + Generic understanding of client service.
	+ Hardworking, Sincerity and Dedication.
	+ Creative and Punctual.
	+ Well versed in computer Office Software & Internet.
	+ Good listening skills.

Date of Birth : 20th September 1999Nationality : IndianHobbies : Listening to Music, Interacting with people.Languages Known : English, HindiI believe that the unique combination of skills and experiences I have are my greatest assets. As an employee, my aim is not only provide the services to customer but to fully satisfied their needs for the beneficial of company. I hope to obtain an opportunity to be associated with the firm with rewards in coherence to my achievements and organizational goals.**(JAYANT KUMAR)** |

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