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). |
| **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 1999  Nationality : Indian  Hobbies : Listening to Music, Interacting with people.  Languages Known : English, Hindi  I 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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