

RAJAT KUMAR

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CAREER OBJECTIVE:

- To be part of team, where my initiatives and skills can be utilized for the growth and success of the organization and establish myself as an assets to my employers.

KEY SKILLS:

- Comfortable with Computer.
- Proactive in participating in extra-curricular activities.
- High level of enthusiasm
- Willingness to acquire knowledge
- Good People management skills
- Good time management skills
- Multi-tasking
- Expert In explaining the Product to clients/customers and closing the deal .
- Always positive towards the work and has worked under pressure to achieve targets.
- Making good relationship with the clients.

WORK EXPERIENCE:

- Worked as Customer Representative office (CRO) with Bharti Airtel Limited for a tenure of 2 Year (06.2019 to 03.2021)
- Worked as Data Entry Operator with Bharti Airtel Limited for a tenure of 3 Years. (11.2015 to 06.2019)

ACADEMIC QUALIFICATION:

CLASS	SCHOOL/COLLEGE	UNIVERSITY/BOARD	PERCENTAGE
B.A (PROG)	SCHOOL OF OPEN LEARNING	Delhi University	40%
SENIOR SECONDARY (12th)	GOVT SARVODAYA COED SCHOOL SHAHPUR JAT	CBSE	68%
SECONDARY (10th)	GOVT SARVODAYA COED SCHOOL SHAHPUR JAT	CBSE	60%

SKILLS:

- Basic knowledge of computer
- MS- Window
- MS- Word
- MS- Excel
- MS- PowerPoint

ACHIEVEMENTS:

- Handled “ECO club” at school level as President of the club
- Participated at inter school Yoga competition and won 3rd prize
- Awarded BEST DEO in the zone by the zonal manager
- Awarded “THE EXTRA MILE” award in the monthly RnR done at zonal level

HOBBIES:

- Travelling.
- Efficient in handling excel work.
- Interest in technical work.