**CURRICULUM-VIATAE**

**Amit Kumar Kashyap**

**98/360/410, Mohatsimganj,**

**Allahabad-211003**

**Contact No. 9453811812, 7905765387**

**Email :-** **5626amit@gmail.com**

**CAREER OBJECTIVE:**

 A challenging growth oriented in a progressive organization where my ability, analytical & managerial skills are effective utilized to improve and contribution to organizational success.

**ACADEMIC QUALIFICATION:**

Master of Business Administration from Punjab Technical University (2013)

Master of Commerce from V.B.S. Purvanchal’ University Jaunpur (2010)

 Bachelor of Commerce from V.B.S. Purvanchal’ University Jaunpur (2008)

 Intermediate (Commerce) from U.P. Board (2005)

 High School (Commerce) from U.P. Board (2003)

**COMPUTER SKILL:**

 Desk Top Publisher : MS-Word, Paint, Power Point, Excel & Internet

 Course of computer concept (CCC)

Typing : Typing in Hindi & English

 **WORK EXPERINACE:**

**Company : Bharat Sanchar Nigam Limited, Mirzapur (UP)**

Designation :Office Assistance (Administration section )

 Nature of work : File preparation, HR module, ERP, RTI, MIS,

 Data feeding work, SIM activation, CAF entry

 and monthly report etc.

Duration : January 2011 to January 2017

**Company : Srinivasa Ramanujan Public School, 31 MG**

 **Marg, Civil Lines Allahabad**

Nature of work : ERP work (Student registration and admission,

 Online fee feeding) Exam paper typing.

Duration : Jan. 2018 to till date

**BEHAVIOR**

**CHARACTERISTICS** : Commitment to quality and result

 Responsibility

 Sincere in attitude

 Presentation & Leadership skills

**PERSONAL DETAILS:**

Father’s Name : Lt. Ram Gopal Kashyap
Date of Birth : 12 July 1987

Nationality : Indian

Religion : Hindu

Caste : OBC

Marital status : Married

Hobbies : Watching TV, Movies & Making Art

**REFERENCE:**

 I declare that the above information is best of my knowledge and belief all particulars I have given are complete and true. I understand that any false declaration of misleading statement of any significant omission may disqualify me from employment and render me liable to dismissal if I am offered employment.

 (Signature)

Date: 27-05-19

 Amit Kumar Kashyap