

JITENDRA KUMAR SAIN

VPO:- Kailai, Teh.- Sikrai, District - Dausa(Raj.)-303304

Mob.- +91-09413541902,09950781902

Emails:-jitendrakumarsain@gmail.com, jitendrakumar_sain@ymail.com



BRIEF OVERVIEW

- Ability to perform in challenging tasks applying management & administrative skills.
- To maintain a challenging position with a company that would value my education, expertise, ability and experience and Good exposure to the back office and front office profile with work experience in the field of Insurance, Finance, Loan and Banking.

AREA OF EXPERTISE

- | | | | |
|--------------------|---------------------|------------------------|-------------------|
| ▪ Operations | ▪ Administrations | ▪ IT Management | ▪ Data Management |
| ▪ MS Office | ▪ Data Entry Skills | ▪ Good Typing Skills | ▪ DTP(Publishing) |
| ▪ Reports Analysis | ▪ Problem Solving | ▪ Business Development | ▪ Client Relation |

COMPUTER SKILLS

- Expertise in the usage of MS office tools namely MS-Word, MS-Excel, MS-Power point, MS-Outlook, Computer Fundamental, and Windows.
- Have Expertise in using search engine tools and Internet applications & E-MAIL.
- Monitoring the operation of server, Various Software, hosts systems and network components.
- PC Assembling and Operating System & Installation of System & Application Software.
- Supervised management within computer operations and data processing.
- Cleaning, adjusting and making minor repairs to computer equipment.
- Maintaining records of computer and system downtime.
- Performed basic computer maintenance and troubleshooting.

WORK EXPERIENCE

1. COMPANY NAME: - JK DIGITAL PHOTOSHOP LTD., SIKANDRA, DAUSA (RAJ).

DESIGNATION: - Graphic Designer.

PERIOD: - Nov.-2005 to July-2007

JOB PROFILE

- Edited and designed images: Cropping the image, lighting/brightness and technical effects.
- Photographed special events, including weddings, parties and school portraits.
- Digital photography and computer-aided photographic software.

2. COMPANY NAME: - IMPULSE COMPETITION CLASSES PVT. LTD., DAUSA (RAJ).

DESIGNATION: - Computer Operator cum EDP.

PERIOD: - August-2007 to February-2009

JOB PROFILE

- MIS, Data entry & Analysis and Handling all MIS Activity on Daily basis.
- OMR Processing, result compilation and reports generation for different tests and Maintain and Manage previous and current data.
- DTP & typing related works for our Internal Phase Test papers, Quizzes, Mock Test Papers, Daily assignments, study packages, etc.

3. COMPANY NAME: - PEARLS LIMITED (PACL), DAUSA (RAJ).

DESIGNATION: - Operations Assistant cum EDP Executive.

PERIOD: - Since March-2009 to Continue

JOB PROFILE

- Control Computer Section (IT Related) and handled the FMCG and PRCCS.
- Handled the tasks of monitoring networks, computers and peripherals.
- Solving the Problems related to Documentation and Customers.
- Creating different types of reports and Data for Higher management as per the need. Involved in data entry operations, MIS reports and maintaining all related business and financial reports and handled the tasks of producing updating files.
- Handling the processing of Insurance Policies, Client creation and Policy creations in BMS/Sterling software.
- Developing and updating accounting, finance and management policies and procedures.
- Monitored insurance policy & claims, maintained customers records and handled policy renewals.
- Reviewed and resolved customer complaints within stipulated time period.
- Filing mail and correspondence, sorting and distributing mail and answering telephone.
- Skilled in sending emails, letters, memos and supervise other official activities.

WORK INVOLVED:

- | | | | |
|--------------------------------------|--------------------------------|--|------------------------------------|
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> FMCG | <input type="checkbox"/> Insurance/Loans/Finance | <input type="checkbox"/> Society |
| <input type="checkbox"/> Education | <input type="checkbox"/> Media | <input type="checkbox"/> Computers (Laptop) | <input type="checkbox"/> Marketing |

EDUCATIONAL BACKGROUND

- Secondary Education from Rajasthan Board, Ajmer in Year-2001.
- Senior Secondary Education from Rajasthan Board, Ajmer in Year-2003.
- B.A. from Rajasthan University, Jaipur in Year-2007.

PROFESSIONAL QUALIFICATION

- 'O' Level (IT Tools & Application, MS Office and Internet) at DOEACC Society, New Delhi.
- RSCIT (Rajasthan State Certificate Course in Information Technology) at RKCL, VMOU, Kota (Raj).
- DTP (Desk Top Publishing) Page Maker, Corel Draw, Photoshop, Math Type Equation at Pixel, Dausa (Raj).

TECHNICAL QUALIFICATION

- Basic Computer Hardware & Networking Course at IIHT, Jaipur (Raj).
- Typing Speed is English 70 WPM and Hindi 65 WPM.

PERSONAL DOSSIER

Name	: -	Jitendra Kumar Sain
Father's Name	: -	Sh. Ram Kishore Sain
Mother's Name	: -	Smt. Chmeli Devi Sain
Date of Birth	: -	11 January 1986
Language Known	: -	Hindi & English
Marital Status	: -	Married
Hobbies	: -	Reading Books & Cricket.

Declaration:

I hereby declared that all Information given above is true and correct by the best of my knowledge and Belief.

JITENDRA KUMAR SAIN
(Jitendra Kumar Sain)