

RESUME

AMIT KUMAR

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CAREER OBJECTIVE

To take all the assignment as a challenge in order to uplift and maintain the goodwill, dignity and growth of the concern, providing me knowledge, experience and growth of my career.

EDUCATIONAL QUALIFICATION

Qualification	Institution	year
B.Com	Karnataka University	2014
12th	HP Board, Dharamshala.	2010
10 th	HP Board, Dharamshala.	2008

TECHNICAL QUALIFICATION

Qualification	Institution	year
(IANT) Computer Hardware & Networking Administrator)	Institute Of Advance Network Technology	2013
(ITI) Computer Operator & Programming Assistant	Departmentof Technical Education Vocational Ind.Training H.P	2011

SPORTSACHIEVEMENT

Department OF Technical Educational Training H.P
District Level Valley Ball & Kho kho

COMPUTER SKILL

Operating System :Windows XP/ Windows 7 & 8,
Technologies :Computer Fundamentals,MS Office,
Basic information of Linux

- **WORK EXPERIENCE**
- 3 Years working as Billing Incharge IN SAVITRI Hospital (OPD & IPD)
- 1 year worked in SAMPARK BPO. PVT ltd
- 6 months work A2Z Tech support pvt ltd
- 1 year TPA experience...
- Cash handling etc.

PERSONAL SKILLS AND ATTRIBUTE

- Quick Learner
- Ability to work with Team
- Ability to complete Tasks on time
- Taking initiatives.
- Can Manage a whole Team
- Dedicated towards work.
- Disciplined& organized in everything I do

INTERESTS

- Socialization
- Reading from Internet
- Communicating with people.

PERSONAL DETAILS

Name: Amit

Father's Name: Shri. Sudarshan Kumar

Date of Birth: 18October 1992

Sex: Male

Nationality: Indian

Marital Status: Unmarried

Languages known : Hindi, English

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:/...../.....**Place:** Delhi(Amit)