

# **RAHUL KUMAR**

R.Z-125 'B', Vinoba Enclave,  
C.R.P.F camp colony,  
Jharoda Kalan, New Delhi - 110072.  
rkrkrahul10@gmail.com  
☎ +91-9953062034

---

---

## **Career Objective**

To pursue a career that serves as a learning curve and gives me an opportunity to add to the value chain of the organization with my analytical, subjective and interpersonal skills.

## **Educational Qualifications**

- MBA from Sikkim Manipal University in 2014.
- Graduation B.A (Prog.) from Delhi University in 2009.
- Senior Secondary from C.B.S.E Board in 2006.
- Higher Secondary from C.B.S.E Board in 2004.

## **Professional Qualifications**

- Basic Knowledge of computer application (Ms-office).
- Theater certificate of National or State level.
- CCC certificate (pursuing) from National Institute of Electronics and Information Technology.

## **Work Experience**

Working as an Help Desk Associate with **M/s Sodexo food solutions India Pvt.Ltd. & Skylark** Deputed in **Purchase – II** in **Institute of liver & biliary sciences** Vasant Kunj New Delhi-110070 since March'2011 **to till date**.

## **Job Profiles & Abilities**

- (a) Make Purchase order & Payment proposals.
- (b) Make weekly record of bills for payments.
- (c) File Movement & Diary/Dispatch work with E-mail/Fax.
- (d) Maintain updated record of all Files/letters on HIS at all time.
- (e) Make Sanction Order & Keeping record of Sanction issued.
- (f) Make Indent for office items (Stationary etc.) required and keep the records.
- (g) Any other job assigned by superior related to procurement.

## **Personal Details**

Father's Name : Sh. Rakesh Pandey

Mother's Name : Mrs. Rita Devi

Date of Birth : 13<sup>th</sup> October 1987

Marital Status : Unmarried

Languages Known : Hindi, English

Hobbies: : Reading books, Play theater events

Strengths : Positive attitude, Getting along with peoples easily, team player and will to learn more.

**(RAHUL KUMAR)**