

# MUKESH KUMAR

S/O Jagdish Chaudhary, Teacher  
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## OBJECTIVE

Adaptable professional with 8+ years of experience and a proven knowledge of public relation, community outreach and organizational leadership. Aiming to leverage my skills to successfully fill the role of Executive Assistant at your company.



## EDUCATION

**Bachelors of Arts | SGGS College, Patna City**

2012

HISTORY

**High School | D.B.R.K Jalan Inter School, Patna City**

2009



## EXPERIENCE

**Computer Operator | Reliance Telecommunication Pvt. Ltd., Patna**

MAY, 2012 – NOV, 2012

**Executive Assistant | Information Public Relation Department (IPRD), Patna**

2013 – 2014

**Senior Recovery Executive | Hindustan Media Ventures Ltd, Patna**

2014 – 2022

Present working in VRS Enterprises patna



## SKILLS

- English
- Hindi
- Proficiency in Computer Application
- Leadership Qualities