




KAILASH KUMAR

Firoz Gandhi, Sec-9, Gurgaon 
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OBJECTIVE

Versatile professional with experience in data entry, accounting support, inventory management, and digital marketing. Proficient in financial administration, graphic design, and social media management.



EDUCATION

Kishan inter College, Mandwali, Bijnor | 10th

PASSED IN 2014

Kishan inter College, Mandwali, Bijnor | 12th

PASSED IN 2016

SUBHARTI UNIVERSITY, MEERUT | B.COM

PURSING...



EXPERIENCE

Data Entry Operator | Patanjali Ayurveda, Haridwar, Uttarakhand

MAY 2017 – JUL 2019

Billing Counter And Inventory Management

Jain Printers | Krishna Nagar, Jwalapur, Haridwar, Uttarakhand

JUN 2020 – NOV 2021

Postcards and Flyers, Magazine Advertisement, Social Media ads & Graphics

Admin Executive | Revent Precision Engineering limited, Sec- 48, Gurgaon

JAN 2022 – FEB 2023

Online Tickets, Financial Administration, Data Entry, Customer Service, Graphics Design..

Inventronics Technology India | Vikas Nagar, Delhi

FEB 2023 – OCT 2023

Financial Administration, Data Entry, Regularly Check and Short Emails, Graphics Design..

Digital Marketing | Orissa Steelmetaliks Private Limited, Sec- 74, Gurgaon

OCT 2023 – Presenting

Online Ads & Calling, RVSF Portal Handling, Backend Work, Reports, Market Research and Analysis, Social Media Management, Analytics and Reporting, Graphics Design.

COMPUTER KNOWLEDGE

- Ms Office
- Tally Prime
- Tally ERP 9
- Corel Draw 2021
- Adobe illustrator
- Advance Excel
- Google Sheets & Form
- Canva
- Online Ads (Facebook, Google, Instagram)

LANGUAGE KNOWSKILLS

- Hard working
- Good Communication Skills
- Hindi, English & Punjabi

PERSONAL DETAIL

Father's Name	:	Lt. Shree Rajender Kumar
Date of Birth	:	20/06/1999
Nationality	:	Indian
Marital Status	:	Unmarried
Permanent Address	:	Vill- Mohammadpur Mandawali, Distt- Bijnor Uttar Pradesh- 246701
Religion	:	Hindu
Gender	:	Male

DECLARATION

I hereby declare that information furnished above are true and correct to the best of my knowledge and belief.

Date.....

Place...

(KAILASH KUMAR)