

CURRICULUM VITAE

RAKESH KUMAR K.K



Email: rakeshkochi4@gmail.com

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Personal Detail

Marital Status : Single

Nationality : Indian Date

of Birth : 17.09.1991

Religion : Hindu

Passport No : L- 2931422

Date of expiry : 10.07.2023

Known Languages

English

Hindi

Malayalam

Tamil

Mailing Address.

Kailathu Vadakkethil

Kaviyoor P.o,Thiruvalla

Pathanamthitta Dist

Kerala-689582

Permanent Address.

Kailathu Vadakkethil

Kaviyoor P.o,Thiruvalla

Pathanamthitta Dist

Kerala-689582

CAREER OBJECTIVE

Hardworking and reliable and working in compliance with the administration. Able to perform wide variety of duties, in a team work according to deadlines

SKILLS AND COMPETENCIES

- ✓ Excellent spelling, proofreading and computer skills.
- ✓ Strong organizational, administrative and analytical skills.
- ✓ Ability to maintain confidentiality.
- ✓ Excellent working knowledge of all Microsoft Office packages.
- ✓ Proficient in handling the situations and queries.
- ✓ A good communicator with ability to work in a team and work according to deadlines

EXPERIENCE / HIGHLIGHTS

- ✓ Worked as Data Entry Operator in ACS of India Private . Ltd Kakkanad P.O KOCHI, for 2 year 2013 June-2015 August
- ✓ Worked as a Billing staff in KARSAR Enterprises Changanassery P.O Kottayam for 2 Years 2015 September - 2016 November
- ✓ Worked as Office staff in OASIS M&E Technical LLC. Quasis, Dubai for 2 year 2016 December – 2018 December
- ✓ Currently Working as Home based Data entry work Till now

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ACADEMIC QUALIFICATION

- ✓ Plus 2 - 2008 Plus 2 (Board of Higher Secondary Education Kerala)
- ✓ 10th – 2006 (Board of Public Examination Kerala)
- ✓ B.com (M.G University)
- ✓ Diploma in Accounting
- ✓ Diploma in Data Entry

COMPUTER KNOWLEDGE

Operating System : Windows
Application Packages : Microsoft Office & Internet

KEY SKILLS AND COMPETENCIES

Strong sense of responsibility
Keen to help out colleagues who are struggling with their duties

DECLARATION

I hereby declare that the above furnished information is true to the best of my knowledge

(RAKESH KUMAR)