

RESUME

Anurag Kumar

House No. B-471

Gharoli Dairy Farm,

Mayur Vihar Phase 3

New Delhi - 110096

Contact Number - 9315252724

Email ID : ak9856603@gmail.com

COMPUTER SKILLS

- MS office
- MS excel

EXPERIENCE

1. **Working as a Paralegal in Lakshmikumaran and Sridharan (Safdarjung Enclave) for 1 and half years.**
2. **Worked as a Data Entry Operator for RN Enterprises (Mayur Vihar Phase 2) from 1 April, 2019 to 5 January, 2021.**
3. **Worked as a Tele sales Executive for Just Dial (Noida Sector 16) from 1st April,2017 to 31st March,2019.**

EDUCATIONAL QUALIFICATION

Graduate in B.A. from S.G.N.D. Khalsa College (University of Delhi)

Completed in 2016

Senior School Certificate Examination From CBSE Board

May, 2011

Secondary School Examination, from CBSE Board

May,2008

Competency

- Quick learner, Enthusiastic, Hardworking
- Ability To cooperate with a team and work with them to achieve the target

Hobbies

1. Singing
2. Playing Cricket

Basic Information

Father's Name : **Mr. Purshottam Lal**
Mothers Name : **Asha Devi**
Date of Birth : **10/07/1993**
Gender : **Male**
Nationality : **Indian**
Religion : **Hindu**
Marital Status : **Un- Married**
Home Town : **Pauri Garhwal, Uttrakhand, India**
Language Known : **Hindi, English**

Declaration

I do hear by confirmation that the information provided above is true to the best of my knowledge and belief.

Date : _____

Place : _____

Regards

(Anurag Kumar)