**CURRICULUM VITAE**

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| NAVIN KUMAR  House No 195  Roshan Nagar, Faridabad  Haryana-121013  Mobile No. 9958095705  E mail Id: nkjohn.kumar@gmail.com |  |

**Career Objective:** To explore the ambience in a positive way to get the new ideas and ways to grow with given and current opportunities for the bright future of the Organization I am connected with.

**EDUCATIONAL QUALIFICATION:**

* Completed Graduation from Delhi University in 2011.
* 12th Passed from **C.B.S.E.** from Delhi Board in 2008.
* 10th Passed from **C.B.S.E.** from Delhi Board in 2006.

**WORK EXPERIENCE:**

* Worked with Central **Public Works Department** (CPWD) 01.08.2015 to 01.04.2019 as a Computer Operator/Clerical Staff/ MIS Executive.
* Worked with **Swamy Associates / Law Firm** as The Office Manager from 01.06.2019 to 30.04.2020.
* Worked with **TRS Law Offices** as a Legal Intern cum Office Assistant from May 2021 to April 2022.
* Worked with **Tandon Law Associates** as Steno/Typist from 01.08.2022 till 01.09.2023.

**WORK PROFILE:-**

* Taking dictation and preparing a variety of high quality legal drafts, correspondences, memos, letters, and other documents and keep track of events and meetings and assistance in drafting.
* Review all outgoing correspondence prepared for, edit as appropriate to ensure correct spelling, grammar, and formatting style.
* Updating all the Order files
* Updating on day to day basis diary and calendar
* Preparing Writ Petitions/Affidavits
* Sorting and filtering the contact database
* Conversion of soft copies from PDF format to Word formatting.
* Sending case update to respective clients and company
* Maintains and manages efficient and timely online filing systems.

**OTHER TECHNICAL SKILLS:**

* Operating System : Window XP, 2007, Windows 8, Windows 10
* Application Package :MS Office
* Typing speed 60-70 PWM.
* Six Month Diploma in Basic Computer Course from **D.C.W.A.** New Delhi – 48.
* Excellent working skills, well spoken & quick learner ability to work under time and accuracy pressures have strong ethics confident and well disciplined.

**PERSONAL INFORMATION:**

Father’s Name : Sh.Kali Charan

Date of Birth : 1st January 1991

Nationality : Indian

Gender : Male

Religion : Hindu

Language : Hindi & English

Marital Status : unmarried

(Navin Kumar)

DATE

PLACE