

CURRICULUM-VITAE

ASHISH KUMAR VERMA

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Objective:

Looking for an opportunity in an organization of repute where I can grow professionally and learn to develop my skills.

1.Work Experience

❖ Worked in **Podar international school Samastipur** since 2018 July to oct 2023 as Transport manager. Looking after the overall responsibilities for transportation of more than 1500 children's, maintenance of over 27 buses and management of 81 drivers and their assistants.

1. Drivers medicals and driving license verification.
2. Prepare all bus documents.
3. Drivers attendance verification
4. Vendor bills verification.

2.Work Experience

❖ **3+ Years working Experience in Surya Syanpack Pvt. Ltd. New Delhi.**

1. Generate bill in Retail Tax
2. Sell Purchase Entry

❖ **M.S Excel**

1. Data Entry
2. Stock Operate
3. Sheet Creation

3.Work Experience

❖ **1 year Work Experience in Sahara Mall Lucknow.**

1. Cashier

4. Work Experience

2 year Work in labard instrchem.pvt.ltd Lucknow

1. Marketing executive

Educational Qualification:

- ❖ High School from U.P. Board in 2005.
- ❖ Intermediate from U.P Board in 2007.
- ❖ Graduation(B.A) from Lucknow University in 2011.

Computer Knowledge:

- ❖ D.C.A (Diploma in Computer Application)
- ❖ Tally
- ❖ Internet: Mailing, surfing and downloading
- ❖ Typing knowledge: - Hindi and English
- ❖ M.S Office.

Hobbies

1. Playing Cricket
2. Watching Movies

Strength

- ❖ Punctuality, Honesty
- ❖ Work Individual as well as team member.
- ❖ Positive approach

Personal Details:

Father's Name	: Ashok Kumar Verma
Date of Birth	: 01/12/1990
Marital Status	: married
Gender	: Male
Nationality	: Indian
Language known	: Hindi, English,
Religion	: Hindu

Declaration

I hereby declare that the above written particular are best of my knowledge and belief.

DATE:

PLACE:

(Ashish Kumar Verma)