

**NARESH
KUMAR**
Passport No: U7579145

DOB: 06/03/2002
Marital Status: Single
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Address: Village Nakki Po
Parmanand, Pathankot Pin:143534,
Punjab, India

OBJECTIVE

To secure a Challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EDUCATION

Matriculation Examination 10th | PSEB BOARD


Year of passing-2018

Percentage/CGPA – 55.54%

Senior Secondary 12th(ARTS) | PSEB BOARD

Year of passing-2020




Percentage/CGPA –71.78%

 **IELTS:** Listening-7.0, Reading-5.5, Writing-5.5, Speaking-5.5

EXPERIENCE

Office Executive at Vishal Graphics
From 14thOct,2020 Till Present

Where my Job Responsibilities are:-

-  Learning the Office tasks and helping the team members.
-  Assisting and coordinating with the sales team of our firm.
-  Performing basic admin duties including printing sending emails, and ordering office supplies.

SKILLS

- Critical thinking
- Graphic design software

- Self-confidence
- Understand marketing goals

- Project management
- Ability to take criticism



LANGAUAGE

- English
- Punjabi
- Hindi

Date: 26-10-2022

Signature: Naresh Kumar