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**Avinash**

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**Career Objectives:**  
Seeking a challenging assignment in Customer Relations and grooming a career to become an important   
asset of strategic management group

An effective communicator with strong analytical & problem solving abilities  
Posses a detail oriented attitude for completing any task entrusted

**ACADEMICS:**  
  
**B.C.A**. (Punjab Technical University )  
**S.S.C** (UP Board )  
**H.S.C** (UP Board)

**Experience:**

**KAYPEE MECHANICAL INDIA PVT.LTD**

Duration : 25/07/2012 TO 20/10/2015

Job profile : Admin.Computer Operator

**KEY SKILLS AND COMPETENCIES**

* Knowledge and experience in using computer systems.
* Communicating effectively and professionally.
* Can work at a sustained pace and produce quality work.
* Updating of customer information in paper records and on computer databases
* Receiving store deliveries.
* Representing the store in a professional and positive manner.
* Creating and maintaining long-term relationships with regular customers.
* Assisting in all store administrative tasks.
* Taking care of the customers’ needs while following company procedures.]

**COMPUTER PROFICIENCY:**  
 Operating System :Dos, Windows Xp,Windows7,Windows8.

* Web Applications.
* Database (Oracle 10g).
* Microsoft office.
* Computer Hardware/Software.
* Internet Browsing
* E-mail,outlook .
* Formatting & Installation .
* Recovery Maintenance System.

**EXTRA CURRICULAR:**  
  
Regular participation in various games in high school competition  
Actively participated in blood donation  
Traveling, listening and singing music’s