 **Resume**

**Anil**

**Anil.364771@2freemail.com**

**Objective**

 The predominant field of management has potential for progress and research. I wish to be a part of this challenging and prospective field. I look forward to work in a challenging environment where I can also upgrade my skills as per the demand in the Industry.

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| CLASS | BOARD/UNIVERSITY | YEAR | PERCENTAGE |
| MCA | KARNATAKA STATE OPEN UNIVERSITY | 2012-14 | 72.81% |
| BCA | RAJASTHAN UNIVERSITY, JAIPUR | 2008-11 | 57.61% |
| 12th | RBSE | 2007 | 50% |
| 10th | RBSE | 2004 | 62.67% |

**Skill Sets**

* Hardware : Servers, Workstation, Desktop PC
* Operating System **:** Windows 98/2K/XP,Window 2000 Server, Window 2003 Server etc.
* Specialization : MCSA certified from Microsoft.

 **:** RHCE (Redhat certified system engineer) Training

* MS-Office

**Experience Qualification**

* **5** **year** experience in **TCS** as **Citizen Service Executive** at **Passport Seva Project**, 02 Jan 2012 to 30 Dec 2016.

**Company Projects**

* Passport Seva Project

**Language Known**

* English and Hindi

**Training & Certification**

* MCITP on Microsoft Window Sever 2008 Active Directory, Configuring (Achievement

 Date 04/05/2013)

* TCS ( Tata Consultancy Services) at Delhi.
* **Star Performer award**.

**Interest & Hobbies**

* Internet.
* Reading Books & Newspaper.

**Current Role & Responsibilities**

* Maintain data for monthly official expenses.
* Bank Reconciliation and cash management.
* Documentation work.
* Handling Citizen.
* Checking original documents and photocopies with self-attested.
* Data verified.
* Assist in translation of the Passport application form.
* Grievance registration and escalation.
* Checking the applicant’s data in the system.
* Ensuring and confirming the correctness of the data entered.
* Guiding the applicants to fill up the feedback form.

**Personal Detail**

Name : Anil Kumar Jangir

Father’s Name : Sh. Ramswaroop jangir

Date of Birth : 10/11/1991

Language known : English, Hindi

Marital status : Married

Nationality : Indian

Permanent Address : Village-Makhar, Post-Islampur

 District-Jhunjhunu, Rajasthan, India

**Declaration**

I hereby declare that the above-mentioned information is correct up to the best of my knowledge.

**Place:**

**Date: ANIL**