**Curriculum Vitae**

**LALIT** 

D.O.B.: 25-May-1990

Nationality: India

Location: Haryana, India

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# PROFILE:-

Lalit Kumar is an accomplished Computer Related Office Work with 5 years of experience as a Computer Operator, Data Entry & Store & Dispatch Work. I Can handle all these work properly. I have worked experience at Many Software like DMS, GDMS, SAP. I am a Quick Learner. I can handle the Report of Organization in MS office

# OBJECTIVE:-

Aim is to be associate with a progressive organization that give me scope to update my skills and knowledge in accordance with the latest trends and be a part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

# EDUCATION:-

1. 10th passed from HBSE from Bhiwani, Haryana in March 2005.
2. Three Years Diploma in Computer Engg. From Govt. Polytechnic, Jhajjar, Haryana
3. Pursuing B.A From Udaipur University, Rajasthan

# LANGUAGES:-

 **English –** Excellent reading, writing and speaking Basic Not Fluently

 **Hindi –** Excellent reading, writing and speaking

# PROFESSIONAL EXPERIENCE

 1. Presently working with NCR Motors India Pvt. Ltd ( Renault Car Showroom ) as a Back Office Work Cum Computer Operator from July 2016 to Till date.

 2. 3 years worked with Krishna Ishizaki Auto India Ltd.( Automobile Maruti & Honda Outside & Center Mirror Manufacturing Company) As a Data Entry Cum Store Executive From March 2013 to June 2016.

1. 2 Years worked with Superon Hyundai ( A Hyundai Vehicle Dealership) as a Billing Cum Computer Operator from Jan 2011 to Feb 2013 ( Hyundai Authorised Dealer).

**Responsibilities and Role Of Current Job details:-**

1. Monitor and manage the operations of all host computer systems and Hardware and as well as peripheral devices.
2. A company data is safe and secure if the computer operator is Assisting in providing for the security and confidentiality of the data maintained by Information Services.
3. Computer operator should also Maintain a detailed understanding of the job processing requirements and data flow for all applications systems.
4. A Computer operator should also configure the softwares of all the computer systems and should have a sound knowledge of them.
5. Computer operator should exercise its activities regarding the applicable shift processing activities and related end-user activity and ensuring a balanced and effective system’s operating environment.
6. A Company is secure if it is well maintain by the Computer operator for effective systems backup schedule time to time to overcome future problems. (if it occurs)
7. Computer operator should Maintain and manage computer processing logs and documents and assisting in the maintenance of all run and procedures manuals for computer operations.
8. Computer operator is responsible for performing decollating and bursting operations of all reports and forms.
9. Maintaining a working knowledge of systems commands, subsystem
10. configurations, and job control.
11. Computer operator has to closely monitor billing and financial systems as well.
12. Entering customer and account data from source documents within time limits
13. Compiling, verifying accuracy and sorting information to prepare source data for computer entry
14. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

**Responsibilities and Role Of Previous Job of Store & Wherahouse Executive details:-**

Billing and receiving clerks perform duties such as compiling, analyzing and recording bills, preparing and issuing invoices and providing customer service. They are responsible for issuing monthly statements, keeping customer files updated with current invoices, bills and contact information. These individuals are also expected to keep track of transactions and to follow up on discrepancies between shipping logs and invoice registers.

A successful billing and receiving clerk must be detail oriented, have a keen knowledge of mathematics and finances, a good understanding of computers and of billing software programs. Making Purchase Order of Material & Receive Purchase order of Require Material & Maintain The Loading of Materail By Transport Service & Delivered Material on Required Company.

# OTHER INTERESTS

 1. Bike Riding, Playing Cricket & Listening Music.