

RESUME

RAKESH NAMATA

Gopalpur, Katingpara, Near Railway
Overbridge, P.O & P.S- Ghatsila
Dist- East Singhbhum, Jharkhand- 832303.
Email: rakeshgts.kumar@gmail.com
Contact No: 9905312383

CAREER OBJECTIVE

Looking forward to opportunities that involves challenges, self-development & career growth. To obtain a position of responsibility & repute, where my ability and skills would be a value addition to the organization, which in turn satisfy my creative self.

EDUCATIONAL QUALIFICATION

Qualification	Name of the Council/Board	Passed in the Year	Percentage	Div.
Matriculation	JAC RANCHI	2009	60%	1 st
Intermediate	JAC RANCHI	2011	54.4%	2 nd
B.COM	Kolhan University, Jharkhand	APPEARING	-	-

EXTRA QUALIFICATION

- Diploma in Computer Application(DCA).
- Microsoft Excel
- A short Time Polytechnic Course in Electrician.
- Tally ERP-9.
- English and Hindi Typing.

EXPERIENCE

- Worked as a Typing & Asst. Computer Instructor in The School of Commerce, Ghatsila from 15th January 2011 to 27th August 2012.
- Worked as a Computer Operator in Arup Enterprises, Ghatsila from 10th January 2012 to 3rd August 2012.
- Worked as a Data Entry Operator & Accountant in SDCC Bank, Musabani for 8 Months.
- Worked as a Accountant & Site Payment Collector in M/S Harbhajan Singh, Transporter & General Order Supplier, Ghatsila from 10th October 2019 to 15th November 2021.

PERSONAL DETAILS

- Father's Name : Mr. Shambhu Namata
- Mother's Name : Mrs. Joshna Namata
- Marital Status : Unmarried
- Date of birth : 12th February, 1994
- Permanent Address : Vill: Gopalpur, Katingpara, PO:Ghatsila,
PS:Ghatsila , Dist: East Singhbhum- 832303
- Nationality : Indian
- Religion : Hinduism
- Gender : Male
- Language Known : Hindi, English & Bengali.

DECLARATION

I hereby declare that all above informations are true to best of my knowledge and belief.

Date:

Place:

(Rakesh Namata)