



PRATYUSH KUMAR

Bokaro Steel City, Jharkhand
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OBJECTIVE

To find a position for myself in a estimated organization. Where I could polish my skills and technical horizons. Where all my skills could be out to use for betterment of both the company and my own self.

EXPERIENCE

Karthikeya Engineering Corporation

1/05/2019 - 30/09/2021

Admin supervisor

Managed all activities, file expense reports and composed and prepared confidential correspondence.

Bright Flexi International Private Limited

1/12/2021 - 10/06/2022

Admin-Senior Executive

Coordinate communication, track and follow up on requests and identify those of importance which require immediate attention.

EDUCATION

Central Board Of Secondary Education

2008

MATRIC

2nd

Jharkhand Academic Council,Ranchi

2010

I.SC

2ND

Vinoba Bhave University, Hazaribagh

2013

Bachelor of commerce

1ST

SKILLS

Management

Client Management

Supervision

Complex Problem Solving

Marketing

Cash Handling

Sales

Record Keeping and Documentation

LANGUAGES

Hindi

English

Regional

INTERESTS

Traveling

Playing

Sustainability

PERSONAL DETAILS

Date of Birth : 05/03/1992

Marital Status : Single

Nationality : INDIAN

Nalanda Open University,Patna

2019

MA Environmental Science

1ST

CERTIFICATION

Advance Diploma In Computer Education

Digital Empowerment

Professional Edge