

KISHAN KUMAR



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Ara, Bhojpur 802301

PROFILE

I am a professional enthusiastic person with strong creative and analytical skills.

SKILLS

- Advance Excel (VLookup, HLookup Pivot Table, Dashboard)
- Data visualisation
- MS Office
- Typing(30 WPM)
- Management

EXPERIENCE

CRM OFFICER

Ergos Business Solutions Private Limited
Dec 2021 - Aug-2022

- Customers Followup
- Warehouse stock Management
- Cordination of farmers with Company

ASSISTANT EXECUTIVE IN ADMINISTATION
Jaiprabha Medanta Hospital
Aug 2022 to Present

- Patient safety and support
- Appointment Scheduling
- Operation Management
- CRM (EHIS)

EDUCATION

B.SC (CHEMISTRY)
Veer Kunwar Singh
University
2016

INTERMEDIATE
BSEB
2013

MATRICULATION
BSEB
2010

HOBBIES

- Cricket
- Listening Music
- Jogging
- Yoga

PERSONAL DETAILS

- Father's Name:- Ram Kumar Singh
- Mother's Name:- Usha Devi
- Date of Birth:- 14/06/1996
- Religion:- Hindu
- Nationlity:- Indian
- Marital status:- Unmarried
- Language Known:- Hindi, English and Bhojpuri