

# CURRICULUM VITAE

## VIPIN KUMAR

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### Professional Summary:

A proven track record of completing difficult projects on schedule and on tight budgets. An ability to work in upstream locations with limited communications and scant logistical support. Excellent interpersonal skills, a professional attitude, and Pleasing personality to manage projects independently or as a team member.

### Professional Experience:

Worked for **Stag International (Meerut) (9 Months)**

- Worked as **Office Backend Operations (Multi-Purpose)**
- Worked as **MIS (Management Information System)**
- Worked for **Website Designing.**
- **Zoho Books Accounting.**
- **GS1 EAN Barcode** implementations.
- **Query Solutions of Foreigner Clients.**
- Also handle the responsibilities for **Import & Export**
- Working from June 2018 to March 2019.

Worked for **Sharda Exports (Meerut) (6 Months)**

- Worked as **MIS (Management Information System)**
- Also handle **E-mail Communication for Quality Manager**
- Worked from December 2017 to June 2018

Worked for **Protech Computer Education (Baghpat) (3 Years)**

- **Co-Founder of Protech Computer Education**
- Teaching Experience to 400+ IT Students
- Management and Teamwork
- Worked from March 2015 to November 2017

Worked for **M.D. International School (Baraut) (2 Year)**

- Worked as an **Information Technology & English Teacher (8<sup>th</sup> to 12<sup>th</sup>) or Management**
- Worked from April 2013 to March 2015

## Professional Qualification:

- 1 Year Diploma in **DCOM (Diploma in Computer Office Management)**
- 3 Months Certificate in **CCEH (Certificate in Certified Ethical Hacking)**
- 6 Months Diploma in **ADEX (Advance Diploma in Excel)**
- 1 Year Diploma in **ADCHN (Advance Diploma in Computer Hardware & Networking)**
- 1 Year Diploma in **ADPRL (Advance Diploma in Programming & Red-Hat Linux)**

## Technical Skills:

- Deep Knowledge in Complete MS Office and web search tool.
- Full Advanced Excel with VBA (Visual Basic for Application)
- Billing & Invoicing
- Operating System (Window XP, 7, Vista, 8, 10, Linux, Mac, Unix)
- Photoshop (General Basis)
- CorelDraw (General Basis)
- PageMaker (General Basis)
- Zoho Books (Live Accounting Software)
- Tally ERP 9.0 (With **GST**)
- HTML & CSS (Web Designing)
- C & C++
- Magento Server
- DBMS (Database Management System)
- Virtualizations
- Ethical Hacking (General Basis)
- Hardware & Networking
- Imports & Exports

## Academic Qualification:

- B. Com from CCS University Meerut 2019.
- 12<sup>th</sup> from U.P. Board, Allahabad 2012.
- 10<sup>th</sup> from PSEB Board, Mohali 2010.

## Achievements

- School Topper in High School.
- Co-Founder of **Protech Computer Education.**

## Strengths:

- Believe in teamwork.
- Hardworking
- Honest, Commitment of work.

## Hobbies:

- Internet Surfing
- Working on Computer or Laptop for implementation new things.
- Ready to learn new things
- Listen Music

## Personal Profile:

**Date of Birth** : 1<sup>st</sup> July 1994  
**Father's Name** : Mr. Kiranpal Singh  
**Gender** : Male  
**Nationality** : Indian  
**Language** : English, Hindi & Punjabi  
**Marital Status** : Unmarried  
**Current Address** : Heera Nagar, Near D.A.V Sr. Sec. School, Khandsa Road,  
Sector 10A, Gurugram, Haryana 122001  
**Permanent Address** : Jaswant Nagar, Paper Mill Colony, Maliyana (Meerut) Pin Code -  
250002 (U.P.)

## Declaration

I hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance, I can prove myself.

**(VIPIN KUMAR)**