

## Curriculum Vitae



**Harendra Kumar**  
**H.No. – 127, Lohgarh,**  
**Atrauli, Aligarh**  
**U.P. 202281**  
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### Career Objectives

*To obtain a challenging position and work in a positive environment that provides opportunity to learn and work hard for development of our organization.*

### Working Experience:-

- 6 Year Freelancing experience in Transcription, Captioning, Subtitling and Copy Typing/Editing, Data Entry Projects.
- 1 Year experience in Axis Bank Lucknow as Clearing Officer. Under Dhanlaxmi Enterprises.
- 1 Year experience in CISCE as a Script Receiving Operator. Under GSS Partners.
- 5 Year experience in a Transcription and Translation Company as a Quality Analyst.

### Professional & Academic Qualifications: -

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### Computer Skills: -

#### Office Automation Tool: -

- Typing speed 40-45wpm.(accuracy 98-100)
- Good Working Knowledge in Windows XP, Windows 2000, Windows 7, Windows 8.1, Microsoft Office, Microsoft Outlook, Internet, Linux, Editpad, Notepad++, Aegisub, Subtitle Edit, Finacle, Foxpro, Trados, Transit, etc.
- Good experience in using formulas: Vlookup, Hlookup, Pivot Table, Text To Columns, Advance Filter, Data Validation, Macro, If Condition, Hyperlink Etc.
- Comfortable to work on system and internet

**Professional Qualifications: -**

- Certificate course in computer application (1 Year Diploma in Computer & Financial Accounting).
- Certificate course in MIS (Management Information System).

**Educational Qualification: -**

Degree	Name of the Institute	Board/University	Year
B. A. (Hindi)	C.S.J.M.U.	Kanpur University	2011
XII (Science)	K.J.K.S.S. Inter College (Aligarh)	U.P. Board	2004
X (Science)	Bisara Inter College Bisara (Aligarh)	U.P. Board	2001

**Personal Profile**

Name	-	Harendra Kumar
Father's Name	-	Mr. Subhash Chandra Sharma
Permanent Address	-	Village- Lohagarh (Atrauli) Dist- Aligarh (U.P.) PIN- 202281
Date of Birth	-	03/03/1985
Sex	-	Male
Languages Known	-	Hindi, English
Marital Status	-	Single
Religion	-	Hindu
Nationality	-	Indian
Hobbies	-	Reading Books and Appreciate Music
Mobile No.	-	09718138621, 09690237397
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Skype	-	harendra.kumar007

I hereby declare that the contents/information mentioned here above is true to the best of my knowledge.

Date: 22/12/2018

Signature:

Harendra Kumar