

SITANSU KUMAR

OPERATION MANAGER

sitansu.ku9135@gmail.com

Pursuing MBA

SINGLE, D.O.B 05-03-1993

MOB NO-9135642014

I have constantly endeavored to excel in any undertaking with zest and **enthusiasm** and have always been **proactive** and **enterprising** in every commitment and this has won me appreciation and accolades from the management for my onerous pursuit of excellence.

Core Competencies

- Strong commitment for operational works.
- Take responsibility for assigned works.
- Self belief and strong desire for sales success.
- Belief in Regularity, punctuality and having a positive and learning attitude.
- Maintaining complete Records which are essential for operation & Finance.
- Preparation & Analysis of Reports given by superior and provide them at given time.
- Maintenance of accurate records (PF & ESIC & Invoicing) and ability to prepare clear and accurate reports for informational use.
- Creative and resourceful thinking.
- Sound knowledge and understanding of latest in computer technology.
- Good command over Excel & Data Managing.

Professional Experience:

- Dr. Jain Video on Wheels Ltd. As a worked Dispatch officer 102 Call Center 09-06-12 to 10-02-14.
- Aryabhat Computer As a worked Team Leader 102 Call Center 12-02-14 to 31-12-14.
- Urmila International Services Pvt. Ltd. As a worked Assistant Manager State Health Society Project 28-05-15 to 10-08-2023.
- Destiny It Services Pvt. Ltd. As an Bihar Govt. Project in Operation Manager Cum-Account-Head 28-09-23 to till date.

Responsibilities Involved:

- Looking after overall operational activities of assigned projects
- Maintaining PF & ESIC record of 12000 candidates.
- Updating of invoice on daily basis.
- Maintaining MIS of all records.
- Handling queries of candidates on daily basis..

Qualification:

B.A

In History Hons

- College - GJ college
- Affiliated by "Magadh University" 2014

IntermediateIn **Arts**

- School-Parvati High School

2010

IT Skills:

- **Operating systems:** MS-DOS, Windows XP, Windows 7, Windows 10, LINUX
- **Packages:** Office XP (MS Excel, MS Word, Power Point) F

Extra Curriculum Activities:

- Organized small events at college level.
- Participated in group exhibition at school level.

Present Address:

C/o Saroj Sadan, Road No.- 03, Jayprakash Nagar, Ashiyana Nagar, Patan (Bihar) 800025

Languages Known

- ① English ② Hindi ③ Bhojpuri

Date:**Sitansu Kumar****Place: Patna (Bihar)**