

Name : **Sunil Kumar**

Phone:- 8302035235

Email:- sunilkumartatamotors1@gmail.com

Address:- Birol Road, Nawalgarh, District-Jhunjhunu, Rajasthan, Pin Code-333042.

COVER LETTER

Dear Sir/Madam,

Thank you for the opportunity to apply for the slot role at your company. After reviewing your job description, its clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

My Qualification has helped me to attain all required skills & qualities to perform job task before the deadline. 10th Passed from Rajasthan Board in 2013 and 12th Passed from Rajasthan Board in 2015, Complete Graduation B.A from Pandit Deendyal Upaday Shekhawati University, Sikar in 2019, Complete M.A (Master of Arts) from Pandit Deendyal Upaday Shekhawati University Sikar, in 2022, Pursuing MBA from IIBM Indian Institute Business Management University and Complete ITI Diploma in from Shekhawati Engineering College.

In my Experience Career, Eve developed a skill set directly relevant to the slot role you are hiring for, including environmental testing. Worked with Ganpati Automobiles (Auth. Hero Motocorp India) as an Office Bodyshop Manager from Jan.2015 to April 2016, Worked with Shri Ganga Vehicles Pvt. Ltd. (Auth. Dealer for Hyundai Motors India) as an Office Accountant Executive from May 2016 to May 2017, Worked with Hindustan Auto Finance as an Operation Manager from June 2017 to May 2018 and Working with Shri Krishna Four Wheels Pvt.Ltd, Sikar (Auth. Dealer for Tata Motors Passenger Vehicle as an Office Senior Accountant from June 2019 to till now.

Skills and Strength Fast learner, adaptability according to changes and pressures in workplace, Work effectively with diverse groups of people, Innovative in approach and committed to the job and Good communication skills, honest and punctual.

I would sincerely enjoy the chance to bring my level of professionalism and dedication to the job. I have no doubt you'll find me to be a qualified employee who would make an excellent in your organization.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization.

Please contact me: 8302035235 or via email sunilkumartatamotors1@gmail.com at to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.
Sincerely, **Sunil Kumar**

CURRICULUM-VITAE

Sunil Kumar

Address:- Birol Road, Nawalgarh, District-Jhunjhunu, Rajasthan, Pin Code-333042.

Mobile No:-8302035235

Email:- sunilkumartatamotors1@gmail.com

CAREER OBJECTIVE

To Provide meaningful solution to the organization in achievement of their goals and objectives, which offer a challenging stimulating work, environment that offer prospects for long term development and career growth.

WORK EXPERIENCE

- Worked with Ganpati Automobiles (Auth. Hero Motocorp India) as an Office Bodyshop Manager from Jan.2015 to April 2016.
- Worked with Shri Ganga Vehicles Pvt. Ltd. (Auth. Dealer for Hyundai Motors India) as an Office Accountant Executive from May 2016 to May 2017.
- Worked with Hindustan Auto Finance as an Operation Manager from June 2017 to May 2018.
- Working with Shri Krishna Four Wheels Pvt.Ltd, Sikar (Auth. Dealer for Tata Motors Passenger Vehicle as an Office Senior Accountant from June 2019 to till now.

EDUCATION QUALIFICATION

- 10th Passed from Rajasthan Board in 2013 and 12th Passed from Rajasthan Board in 2015.
- Complete Graduation B.A from Pandit Deendyal Upaday Shekhawati University, Sikar in 2019.
- Complete M.A from Pandit Deendyal Upaday Shekhawati University Sikar, in 2022.
- Pursuing MBA from IIBM Indian Institute Business Management University.
- Complete ITI Diploma in from Shekhawati Engineering College.
- All Basic Knowledge of Computer.

SKILLS AND STRENGTH

- Fast learner, adaptability according to changes and pressures in workplace.
- Work effectively with diverse groups of people.
- Innovative in approach and committed to the job.
- Good communication skills, honest and punctual.

PERSONAL DETAILS

Name	: Sunil Kumar
Father's Name	: Mr. Madan Lal
D.O.B	: 25 th April 1996
Nationality	: Indian
Marital Status/Sex	: Unmarried / Male
Language Known	: Hindi, English

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and if found false I am wholly responsible.

Sunil Kumar