

CARRICULAM VITAE

VIVEK KUMAR PAUL

Contact:- 6203558512, 9327323997

E-mail:- vivekpaul3995@gmail.com



OBJECTIVE

To work in a organization/company where I can utilize my interpersonal skills and knowledge through high morality for company as well as mine.

EDUCATIONAL QUALIFICATION

Sl No.	Class	University/Board	School/College	Year of Passing	Percentage
1	10 th Matric	C.B.S.E.	Kendriya Vidyalaya Maithon Dam	2011	62.5 %
2	12 th Intermediate	C.B.S.E.	Kendriya Vidyalaya Maithon Dam	2014	65 %
4	H.D.C.A.	S.S.I.T. HAZARIBAG	Matrix Computer Institute Maithon Dam	2015	78.10 %
4	B.Pharmacy	R.G.P.V. BHOPAL	R.K.D.F. College of Pharmacy, Bhopal	2018	68.10 %
5	Typing Hindi & English	Makhanlal Chaturvedi University Bhopal	MIC Computers Bhopal Madhya Pradesh	2018	92.5 %

PROJECT UNDERTAKEN :- Eupatorium Perfoliatum (Dengue Medicine Preparation)

HOBBIES :- Travelling, Reading, Cooking, Photography, Gardening

STRENGTHS :- Team Handling/Work & Leadership, Smart Working

SPORTS :- Chess, Football, Badminton, Driving, Racing, Carrom

PERSONAL DETAILS

NAME :- VIVEK KUMAR PAUL

FATHER'S NAME :- JITENDRA KUMAR PAUL

MOTHER'S NAME :- RASHMANI PAUL

DATE OF BIRTH :- 13TH MARCH 1995

LANGUAGE KNOWN :- ENGLISH, HINDI, BENGALI, GUJRATI, ASSAMI, MARATHI, BRITISH ACCENT

MARITAL STATUS :- UNMARRIED

ADDRESS :- **Village-** Near Ras Mandir, Tundi road, Govindpur, **P.O.+ P.S.-** Govindpur, **District-** Dhanbad, **State-** Jharkhand, **Pin-** 828109

SKILLS

:- Computer Programming, Craft Work, Machine Repairing

Experience .

1. Working as Asst. Professor at H.G.E.A College of Pharmacy, Bokaro from 8/1/2020 till date.

2. 1 yr 2 ms. **Medical Coding**(Hcc & RxHcc & HEDIS Review) in ADVANTMED INDIA LLP AHMEDABAD GUJARAT as a **Jr. Associate Medical Coder** since June 2018 to August 2019.

3. **Medical Billing Executive** (Authorization & Cash Posting) in CLINICAL EXCEL COMPUTECH LLP AHMEDABAD from 8th August to 16TH October 2019

WORKSHOPS:- 1) *A STARTUP LEADERSHIP as ENTERPRENEURSHIP in RAJIV GANDHI TECHNICAL UNIVERSITY BHOPAL M.P.*

2) *Roadmap of Employment in SARVAPALLI RADHA KRISHNAN UNIVERSITY BHOPAL M.P.*

DECLARATION:- I hearby declare that the above statements are true to the best of my. knowledge and belief.