

RESUME

PANKAJ

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Address:-Vill. Anand ghari mahavan Mathura.



Objective

Seeking A Successful, Challenging and rewarding Career In a Professional And competitive environment and to participate in the organization acts by Investing and sharing my intellect Innovative Ideas and analytical aptitude To my work.

Professional Experience

- Six months HR Internship at SGA from December 2023 to May 2024 .
- EX- Relationship Manager at SGA from July 2021 to August 2022 .
- Six months computer operator at S. N. Institute, Mahavan.

Educational Qualification

- Pursuing in Master of human Resource Management (MHRM) from DBRAU, Agra.
- D.El.Ed with 1st division(87.31%) from R.S.S. College Saidpur , Baldeo . 2021
- Bachelor of Science with 2nd division(53.50%) 2018
From R.S.S. College Saidpur, Baldeo .
- 12th with 1st division (72.8%) from UP Board. 2015
- 10th with 1st division (71.6%) from UP Board. 2013

Technical Proficiency

- Well served with Microsoft Excel (Preparation of MIS Reports, Excel Functions and V-Lookup).
- MS-Word and PPT etc.
- Internet Browsing and tally + GST.

Skill Highlights

- Employee Relations.
- Problem solving.
- Team management.
- Active Learner.
- Strategic thinking.
- Collaboration.
- Team work.

Certifications

- Certified by the NIELIT for completing the course on computer concepts.
- Certified by the National Institute of Securities Markets for a three-day workshop on stocks and funds.
- Certified by RGCSM for completion of Diploma in Office Automation and Publishing (TALLY +GST).
- Certified by the District Institute of Education & Training for participating in the District level webinar on National Education Policy 2020.

Personal Details

Name	:	Pankaj
Father's Name	:	Shri Chhel Bihari Sharma
Date of Birth	:	08/07/1998
Gender	:	Male
Marital status	:	Single
Nationality	:	Indian
Languages Known	:	English, Hindi
Hobbies	:	Reading Books, Working Hard, Visiting new People Browsing on Net, Listening Bollywood songs.

Declaration:

I hereby declare that all the particulars furnished above are true and best to my knowledge and belief.

Place : Mathura

Date :

Signature

(Pankaj)