

CURRICULUM VITAE

PANKAJ JAIN

CONTACT DETAILS :

Address – Janta colony

rohtak (Haryana)

E-mail – pankaj1995jain@gmail.com

Ph- +91-9996173000

CAREER OBJECTIVE:-

Seeking a career which would enhance my professional skills and communication through my sincere efforts and hard work

Specialization	Coursework	Board/ University	College / Institute
HR & Marketing	MBA	MDU	IMSAR
	BBA	MDU	IMSAR
	12 th	C.B.S.E	Vaish PUBLIC School
	10 th	C.B.S.E	Model school

PROFESSIONAL QUALIFICATION

MS Office including Excel, Advanced Excel, PowerPoint, Word with A+ Grade

Work experience

- Working as a HR Executive at Lps bossard (1 jan 2019- 14 jan 2020)

Job Responsibilities

Training and development

Scheduling and arranging training while coordination with external trainers and training program

Identification of training needs and nominating candidates for training

Encouraging participation of employers in various organizations events

Issuing training certificates after completion of the training

- **Jana small finance bank**

Working as business development executive at jana small finance bank
(10 Feb2020- till present) as a senior executive

STRENGTHS:

- Active Listener
- Confident & Hard Working
- Goal Oriented & Disciplined
- Good Interpersonal & Communication Skills

EXTRA-CURRICULAR ACTIVITIES:

- Won 1st Prize in Tambola in TISS
- Work as a volunteer in 21st National Youth Fest
- Organised Inter-Department Quiz
- Participated in Inter- Imsar Badminton Tournament

HOBBIES & INTERESTS:

- Playing games
- Listening music
- Reading motivational books

PERSONAL DETAILS:

Father Name : Sh. Padam kishor jain

D.O.B : 24TH April, 1995

Marital Status : Married

Language : English, Hindi

PLACE

DATE :