### Resume

KRISHNA NAND PANDEY

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Job Objective

Effective and results driven individual seeking a part-time position of Administrative Assistant/Office Manager with Southern Wine and Spirits .Offering 4.5 years of experience as office management using administrative support and exceptional clerical skills and a desire to succeed in a fast-paced environment to benefit the organization.

Professional Exposure

Presently I am working with DCDC Health Services Pvt Ltd as a “Center Manager” at “Siddharthanagar UP” from 21 Jan to till now.

Privies Employee from Sep 2015 to Dec.2018

Company Name: Nephro care Health services Pvt ltd

Designation: Center Manager

Location: Azamgarh

Privies Employee from Mar 2013to April.2015

Company name: Bovian health care pvt ltd

Designation: Medical Sales representative

Location: Varanasi-Azamgarh

Privies Employee from April 2011 to Feb.2013

Company name: Natural Remedies Pvt ltd

Designation: Medical Sales representative

Location: Ballia - Azamgarh

Privies Employee from Nov 2005 to April 2010

Company name: Bharti Airtel Ltd

Designation: Sr.Executive

Job Responsibility: to acquire new costumer for Bahrti Airtel ltd New broadband & telephone connection,

Privies Employee from June 2004 to May 2005

Company Name: Eureka Forbes

Designation: Sales Associate

Job Responsibility: to acquire new costumer for Eureka Forbes,

Academic Qualification

M.A. 2005

VBS Purvanchal University, Jaunpur,

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| B.A., 2003 |
| VBS Purvanchal University, Jaunpur,Senior Secondary (Science), 1999 [U. P. Board]B.B Intermediate College Ballia, Higher Secondary, 1997, [U. P. Board]Janta inter college Ballia, Computer Proficiency1. Excellent knowledge of MS Office. 2. Expert in Internet handling. Diversions & InterestsContested in group-discussions & presentation contests.Singing & playing soccer.Other SpecificationsDate of Birth- 05/07/1983English – speak and read/write with high proficiency.I am a quick learner and ability to motivate others.Openness to experiences.  Date: \_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_ (Krishna Nand Pandey) |