

ANUP PRASAD

Vill- Jigna Gopal , Post- Jigna Jagrnath, PS-Mirganj,
Distt- Gopalganj, Bihar – 841438
Mob: +91 8285709615
E-Mail ID- anupprasad2009@gmail.com



CARRER OBJECTIVE

The most important objective of my life is to seek wonderful career and work as a part of motivated team involved in challenging task where I can utilize existing skill to do the best and can attain new skill to improve myself to be perfect while working in a competitive and challenging environment with good future prospects to prove myself in every aspect of my destination.

ACADEMIC BACKGROUND

	Qualification	College/School	Subjects	%
2007-10	Bachelor of Arts (B.A.)	Gopeshwar Collage Hathwa, (J.P. University, Chhapra) Bihar	Economies Honours	57.88%
2007	XII (B.S.E.B)	Gopeshwar College, Hathua	Physics, Chemistry, Biology, Math	45%
2005	X (B.S.E.B)	Sahu Jain High School Mirganj	English, History, Geography, Physics, Chemistry, Biology, Maths, Hindi, Sanskrit.	50%
<u>Professional Qualification</u>	Advance Diploma in Computer Application (ADCA) from “ Global Computer Saksharta Abhiyan ” (GCSA), Siwan, Bihar. <ul style="list-style-type: none">• MS-Office & Fundamental: Word, Excel, Power-Point, Internet• Financial Accounting: Tally 9.0, Inventory with manual A/c• Graphic Designing Photoshop, CorelDraw, Page Maker			

EXPERIENCE

- Present Working with **Mahindra & Mahindra Dealership** as EDP (Electronic Data Processing) and Project Coordinator in Siwan, Bihar.
- Two Year Six Month Working with **GITS Pvt. Ltd** as Creative Designer and Project Coordinator in Ghaziabad (UP).
- One Year Working with **Smaaash Entertainment Pvt. Ltd** as Cashier in Gurgaon (HR).
- Two Year Six Month Working with **the Studio Thorn Hospitalities Pvt. Ltd** as Cashier in Gurgaon (HR).
- Two Years working with **Devyani International Pvt. Ltd** as a CSA in IGI Airport New Delhi.

TECHNICAL SKILLS AND RESPONSIBILITY

- Ability to prioritize and manage work queue. Ability to work independently as well as in a team environment.
- Showcasing professional, positive, team oriented attitude and delivering quality service to client within a specific TAT.
- Analysing the process requirement and documenting the same in the system format.
- Ability to perform other responsibilities and assist with special projects, ability to learn quickly and also provide training to others.
- Strong trouble shooting and situation handling skills in critical times.
- Knowledge MS-OFFICE (Excel, Word, PowerPoint) and Outlook

ADDITIONAL INFORMATION

- Key Skills: MS-Office (Word, Excel, Power Point), Tally, Internet Utilities, Creative & Graphic Designer (Adobe Photoshop, CorelDraw), Video Editing
- Hobbies: Internet surfing, Cricket & Music.

PERSONAL DETAILS

Father's Name	Sri Rambindeshwar Prasad
Date of Birth	15-11-1989
Nationality	Indian
Marital Status	Married
Languages Known.	Hindi, English
Passport No.	U3137273
Permanent Address	Vill- Jigna Gopal , Post- Jigna Jagrnath, PS- Mirganj, Distt- Gopalganj, Bihar – 841438

DECLARATION

I affirm that all the information incorporated in this document is precise and true to my knowledge.

Place: - Bihar

Date: - 06-10-2020

(Anup Prasad)



GLOBAL COMPUTER SAKSHARTA ABHIYAN

Registered Under Registrar of Companies Act. Ministry of Corporate Affairs, Government of India
Being Company No. U80904BR2015OPC024509

P. LTD.



Certificate



This is to certify that

Mr. / Ms. / Mrs. : **ANUP PRASAD**

S/o, D/o, W/o : **RAMBINDESHWAR PRASAD**

Registration No. : **BR/SWN-137/73/1438**

on Successfully Completion of the Course **ADVANCE DIPLOMA IN COMPUTER APPLICATION(ADCA)**

at **ICI COMPUTER EDUCATION, SIWAN**

of Duration **ONE YEAR**

and this achieved the Grade* **"A"**

23 JAN. 2019
Date of Issue



R. O. - Near BSNL Exchange, Infront of HDFC ATM,
New Bypass Road, Anisabad, Patna-2
URL - www.gcsaindia.com

Branch Director



Board of Director



* See Grade Card

To verify the certificate please visit on www.gcsaindia.com (student Zone) Check Certificate Sl. No.



Devyani International Limited

Corporate Office : Plot No. 31, Institutional Area, Sector-44, Gurgaon - 122002, Haryana (India)
Tel. : +91 124 4643100-500 • Fax : +91 124 4643203 • Website : www.dil-rjcorp.com

11 July, 2013

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr. Anup Prasad (Employee Code -149938)** has worked with us from **16 May 2011 to 01 May 2013** and his designation at the time of leaving the company was that of a **Team Member**.

During the tenure, we found him sincere and hard working and his code of conduct was found good, all his dues stand cleared towards his account with the company and we have already relieved him from the duties.

We wish him all the very best for his future endeavors.

For Devyani International Ltd.

B. Sharma
11-07-2013
Authorized Signatory



Registered Office : F-2/7, Okhla Industrial Area Phase-I, New Delhi-110020 (India) Tel. : +91 11 41706720-725

• Devyani International (Nigeria) Pvt. Ltd. • Devyani International (Nepal) Pvt. Ltd. • Devyani Food Street Pvt. Ltd.



SMSH/HR/CHR-Mum/ERL92-07/17

27th Jul' 2017

**Name: Anup Prasad
Employee Code: IDM1444
Department / Function: Operations
Designation: Cashier
Location: Gurgaon**

Sub: Experience Letter

This is to confirm that Mr. Anup Prasad was working with Smaaash Entertainment Pvt. Ltd. from 2nd May' 2016 till 27th Jun' 2017.

At the time of exit his designation was "Cashier".

For Smaaash Entertainment Pvt. Ltd.

**Vishwanath Kotian
Chief Financial Officer**

