***Punit Shukla*** 112,Near OBC Bank ,mahipalpur, ,

New Delhi-110037

Contact: +918470857770 , 9555560200

[yourpunitshukla@gmail.com](mailto:yourpunitshukla@gmail.com)**~**

***Seeking challenging assignments in a company with a growth oriented organisation.***

***Job Objective***

***A challenging position with an expanding and dynamic company where I can implement skills that I have learnt through my past education and past experience as well as enhance my knowledge by dedication and hard work.***

**STRENGTHS**

* An analytical mind with the ability to think clearly and logically.
* Ability to work accurately and pay attention to details.
* A fast learner with excellent spoken & written communication skills, problem solving skills.
* Decision making ability with execution to conclusion capability.
* Has the aptitude to explore and learn new things.

**ACADEMIC**

* **Internal Audit ISO 9001:2015 Internal Auditor Course done in 24.04.2020 - 25.04.2020**
* **MBA (Marketting and Finance) done from Subharti university in 2018**
* **B.Sc (physics,math) from CSJM kanpur University securing 50% marks in 2016**
* **Basic Computer course (3 month) done with Grade A from 01.08.2013 to 31.10.2013**
* **Senior Secondary from U.P.Board securing 81.4% marks in 2013**
* **10th from U.P.Board. securing 68% marks 2011**

**IT-FORTE**

* MS-OFFICE , Power Point
* INTERNET APPLICATION , WINDOW 7
* Shipmate Software
* Kapas Software (Operated in Gurugram TOL Plaza)

**ACADEMIC PROJECTS / Job Histry**

1. **Title:** COMPLETE PROCESS OF ALL DATAWORK,FILE SCAN, & SOLVE ALL MANAGEMENT WORK BY OFFICE PROCEDURE

**Organisation:** UNITED OCEAN SHIP MANAGEMENT PVT. LTE

**Duration:** JUNE’14 - OCTOBER’17

**Description:** Comparative SERVE on “ALL OFFICIAL WORK” and study on “DATA MANAGEMENT '' in UNITED OCEAN SHIP MANAGEMENT pvt limited in relation to other office staff in same industry.

1. **Title:** COMPLETE PROCESS OF ALL DATAWORK,FILE SCAN,PLANNING TO SEAFARERS ON UPCOMING VESSEL & SOLVE ALL MANAGEMENT WORK BY OFFICE PROCEDURE.
2. WORKED AS OFFICE INCHARGE IN HIMACHAL OFFICE FROM FEB’21 TO JULY’21 IN SAME ORGANIZATION .

**Organisation:** VR MARITIME SERVICES PVT. LTD.

**Duration:** OCTOBER’17 - PRESENT

**Description:** Comparative SERVE on “ALL OFFICIAL WORK” and study on “Fleet Personnel Executive” in VR Maritime Services private limited in relation to other office staff in the same industry.

**INTERNSHIP TRAINING**

I have done my computer basic training at **BSL PVT LIMITED** for **3weeks**, there I had learn all basics sustem knowledge.

**EXTRA MURAL ENGAGEMENTS**

* Actively participated in various Cultural Programs at School and College Level.

**HOBBIES**

* Studying, Travelling, Learning etc.
* Listening to music and watching educational movies.

*ADDITIONAL INFORMATION: I am very punctual, reliable and able to do work enthusiastically under pressure, either within a team or alone. I am straight forward, positive , And a fair person with a friendly disposition and a good sense of humor. I am always keen to be contributing fully to every company I work for.*

**PERSONAL VITE**

* + **Date of Birth:** 17th Jan1996
  + **Sex:**  Male
  + **Marital Status:** Single
  + **Languages known:** English, Hindi
  + **Permanent Address:**128, Bahurajmau, Raithana (Unnao),

U.P. - 281121

Phone: (+91) 8470857770 , 9555560200

Place: NEW DELHI

Date: ( PUNIT SHUKLA )