**curriculum vitae**

PARDEEP KUMAR

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career objective

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning. Fulfilling organizational goals and personal satisfaction.

**ProfessionalQualification**

* BA from Punjab University , Chandigarh
* Computer Diploma (DISM)

 **EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Name of Institution** | **Board/ university** | **Percentage** |
| 12th | Nitu New Light School | PSEB | 60.00% |
| 10th | Nitu New Light School | PSEB | 70.00% |
| GRADUATION | P.U | ARTS | 85% |

**SKILLS AND STRENGTHS**

* Responsibility, Creativity, Reliability and Multitasking
* Willing to learn new things.
* Adaptable to any situation
* Dedicated to continuous improvement
* Good organizational skills

**Work experience**

* **Golden Enterprises (Chandigarh )**as an Office Assistant of HR and Visa Counsler from March 2014 to 2017.
* **Jai Multi Engineering Pvt Ltd. (Derabassi)** as a Admin Executive work from April 2017 to 2018.

 **JOB DECRIPTION :-**

* E-TENDER (for Indian Railways and BEML LTD )
* Keeping a track of the attendance and leave record of the employees.
* Submission of online PF, ESIC Challans on month wise.
* Quality Documentation (Case filing ,call for inspection RDSO AND RITES, and billing of inspection ( for Indian Railways)
* Update Purchase Order in Tally
* Communication with Zonal Agent,
* 4 Yrs Exp as a in Immigration Co. As a Office Executive & Councling.

Responsibility :- Check Email & Reply the mail, Receving incoming calls,

 Handle the Agents and case filling and other office work.

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| * **Date of Birth:**
 | 28/03/79 |
| * **Gender:**
 | Male |
| * **Father’s Name:**
 | Mr. Hukam Singh |
| * **Languages Known:**
 | English, Hindi& Punjabi |
| * **Hobbies:**
 | Listening songs, Internet Surfing, |
| * **Current Address:**
* **Material Status**
 | H.No.1212,Deep ComplexHallo Majra, ChandigarhMarried  |

All the above information is true to the best of my knowledge.

Place: CHANDIGARH PARDEEP KUMAR

Date: