CURRICULUM VITAE

PRAKASH CHAND PATHAK

**OVERVIEW**

To seek a challenging position in an organization by utilizing my skill, knowledge and abilities to work with full determination. Have good interpersonal communication skills, excellent and adaptability to all kind of environment.

**CAREER OBJECTIVE**

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavours as an asset to the organization.

**ACADEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Academic Qualification** | **Institute/ University** | **Year of Passing** |
| Graduation(B.A.) | University of Delhi  (DU) | 2012 |
| 12th | Central board of secondary education  (CBSE) | 2009 |
| 10th | Central board of secondary education  (CBSE) | 2007 |

**WORK EXPERIENCE**

* Worked in **Meena Bazar** as a **Challan Executive** (stock Boy) from **Oct – 2014 till Jun – 2016.**

**Responsibilities:**

* Handling Stock and create Challan with the help of Software.
* Maintain product details in Software.
* Worked in **AVV Enterprises** as a **Link Building Executive (SEO)** from **Oct – 2009 till – Dec – 2012.**

**Responsibilities:**

* To promote health product advertise in different websites.
* Handling team as a team leader.
* Worked in **Aditya Birla Sun Life Insurance Co.Ltd.** as a **Boe Supported** from **Feb – 2017 till Jun – 2019.**

**Responsibilities:**

* Client Handling.
* Client Cheque Process.
* Processing Of Client Request (Address Change, Name Change, Surrender of Policy, Ecs Active and Deactivate.)
* Worked in **Axis Bank** as a **Home Loan Executive** from **Sep-2019 till Jan – 2020**

**Responsibilities:**

* Daily Maintain Disbursed MIS
* Trace Customer Copy Of Sale Deed.
* Trace Insertion of credit file.
* Process EMI Cheque of Client.

**PROFESSIONAL QUALIFICATIONS**

* INTERNET.
* TYPING SPEED(40)

**STRENGTH**

* Work with positive attitude to contribute the healthy functioning of the organization.
* Self Confidence and Great Patience.
* Adaptability to charge environment.
* Ability to work independently and self- motivated.

**LANGUAGE SKILLS**

* English
* Hindi

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines.
* Enthusiastic self-starter who contributes well to the team.

**INTERESTS AND ACTIVITIES**

* Cricket, Reading news paper & books, listening songs.
* Communicating & making friends.

**PERSONAL DETAILS**

Father Name SH. BHAWANI DUTT PATHAK

Residential Address A-107, EAST VINOD NAGAR, STREET NO -8,

New Delhi-110091

Date of Birth 29th Dec, 1988

Nationality Indian

Gender Male

Marital married

Language Hindi & English

Mobile +918376930810

E-mail [pcoolpathak@gmail.com](mailto:pcoolpathak@gmail.com)

**DECELARATION**

I here declare that the above written particulars are true and correct to the best of my knowledge and belief.

**Date:**

**Place: (PRAKASH CHAND PATHAK)**