

Contact Information

PERMANENT ADDRESS

H.No 1/10616,Mohan Park,
Naveen Shahdara, St. No 4,
New Delhi-110032

Contact Details

☎ : 91-9899937916

E-Mail

pardeep.nanda305@gmail.com

Personal Details

Date of Birth: 30-May-1985

Father's Name: Late Shri
Surendra Kumar Nanda

Gender: Male

Marital status: Married

Nationality: Indian

PARDEEP NANDA

OBJECTIVE

To hone my knowledge and enhance leadership skills by shouldering responsibilities and working on cutting edge technologies. To add value to the organization and continue to learn and grow as a valuable asset.

Clerical work, General Administration, front office, back office

ACADEMIC QUALIFICATION

- B-A . (Pass) Course in Final year from Meerut University.
- XII Std with aggregate (CBSE)
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WORK EXPERIENCE

.Currently working with **Siba International Processor & Exporter of Frozen Meat Administration Assistant from 1st Aug, 2014 to till date.**

BRIEF DESCRIPTION OF DUTIES

- Diary and Dispatch work of Section
- Typing of Drafts/Note Prepare by the Asstt.
- Opening of New files
- Preparing of Requisition of Stationary etc.
- Doing of FTS of files which are to be sent to senior officers.
- I also assisted my section officer in organizing various meetings held in connection with section in the Ministry.
- Maintain all registers/Diary Register/file Opening Register etc.
- All other Jobs assigned to me by my superiors.
- Coordinate flow of communications and information for the administrator. Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, and computer

PREVIOUS EXPERIENCE

- Worked as a DEO operator with Mr Shailendra Sharma, Devra Books for one year.
- Worked as a DEO Operator cum Office Assistant in Link InfoTech Pvt. Ltd. Company for two years.
- Worked as a Office Assistant in AGR Associates Pvt. Ltd. for one and half years.
- Worked in Birla Sun Life from last eight months.
- Worked in Ministry of Water Resources (Govt. of India) As Administration Assistant from Five Year

LANGUAGES KNOWN

Hindi, English

IT SKILLS

MS Word, MS Excel, MS Power Point, Internet

COMPETENCIES

- ☐ Friendly with an upbeat attitude.
- ☐ Ambitious, hardworking and committed to excellence.
- ☐ Committed to deadlines and schedules.
- ☐ Work effectively and flexibly with diverse groups of people.
- ☐ Positive Attitude.
- ☐ Responsibilities towards own work.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Delhi

PARDEEP NANDA