

RESUME

Address: Gali no. 2 Shalimar garden colony
Behat Road Saharanpur,247001

Mob. No: 7017008709

E-mail ID: palbharat96@gmail.com

MBA 2018-20 BATCH

Objective

To utilize my knowledge coupled with experience to convert organizational goals in to reality while ensuring a steady growth for self.

Academic Qualifications

Qualification	Institution	Board / University	Year of Passing	Marks
MBA (FINANCE & HR)	Dev Bhoomi Group Of Institutions, Saharanpur	AKTU	2020	6.7(CGPA)
Graduation Degree (B.COM)	Government Degree College Punwarka,Saharanpur	CCSU	2018	61%
XII	New Era English Academy, saharanpur	CBSE	2015	69%
X	DAV Public School , saharanpur	CBSE	2013	72.2%

EXPERIENCE

□ Worked as an Accounts Apprentice in 'INDIAN OIL CORPORATION LTD'(Punjab State Office).

JOB RESPONSIBILITY

- Day to day tasks include cold calls and maintained MIS report & participate in month end activities.
- Need to work with fellow sales officers, other colleagues, and upper- level managers to reach goals.
- Liability Document creation of pending payments.
- Border Road Organization (BRO) payment updation in excel files.
- Ethenol purchase bills checking.

Extra curricular activities

- Certificate of district hockey tournament.
- Certificate of district volleyball tournament.

Skills (Technical and Non Technical Skills)

- Strong leadership and motivational skills .
- Ability to handle the team .
- Ability to handle pressure.
- Command on Ms Word, Ms Powerpoint and Ms Excel.

Other Activities

- Interested in playing volleyball.
- Interested in organizing events.

Personal Details

Father Name : Shri Satish Kumar
Date of Birth : October 06, 1998
Marital Status : Single
Gender : Male
Languages Known : English, Hindi

Declaration

I hereby confirm that the above mentioned information is true to the best of my knowledge.

Date:

Signature