

# Pratik Tyagi

Address\*\*\*

Mobile:7738261796

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## Career Objectives

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To become part of a challenging organization that provides opportunities for personal and professional development in the field of Information Technology & Information Systems with active interest in the field of IT Infrastructure Operations Management that involves Technology Management, High Level Design, Project Planning, Implementation, People Management and Development of Procedures and Processes. To work in a quality certified organization, which gives me an opportunity to demonstrate my skills & in turn be a source of growth for the organization.

## Executive Summary

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1. A history of proactive and innovative measure taken for achieving results beyond expectations
2. Proven skills in people management
3. Skills Suitable for MIS Reports
4. Excellent communication, leadership & interpersonal skills

## Academic Qualifications:

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Qualification	Institute	University/Board	Year Of Passing	Percentage
BMS	Sterling College Of Arts & Commerce, Nerul, Navi Mumbai	Mumbai University	2019	50%
12 <sup>th</sup>	Sterling College Of Arts & Commerce, Nerul, Navi Mumbai	HSCs	2015	67.79%
10 <sup>th</sup>	St.Xaviers High School & Junior College Of Science, Nerul, Navi Mumbai	SSC	2013	71.45%

## Areas of Expertise

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Advance Tally ERP 9 & Has Secured Grade A+

## Work Experience:-

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### **IG International Pvt. Limited – Back Office Executive**

January 2019 – June 2019

1 Year In Back Office And Data Entry

Handling the file, reports and managing the accounts of the department.

Data Entry, MIS Report and few HR related activities.

## Personal Details

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**Date of Birth:** 10/06/1996

**Gender:** Male

**Marital Status:** Single

**Nationality:** Indian

**Hobbies:** Watching News on TV/Movies, Listening Music, Reading Newspapers, Playing Football & Cricket.

**Language Known:** English, Hindi & Marathi.

## DECLARATION

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I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

**DATE:**

**PLACE: Mumbai**

**(Pratik Tyagi)**