**Curriculum Vitae**

**Puneet Tandon**

**Career Objective**

Looking for a position in the Human Resource or Marketing department of the reputed organization to start my career for the new learning and add some value to the profitability of the organization.

**Core Competencies**

• Sound knowledge of HR workings.

• Good command over HR concepts.

• Specialization in Marketing

• Familiar with working of MS Excel.

• Can work under pressure.

• Target oriented.

• Analytical and problem solving abilities.

• Good communication and interpersonal skills.

• Quick learner and a good team player.

 **Academic Qualification**

• Master in Business Administration with specialization in Human resource and Marketing from CGC TC (Management) business school, India in year **2014** with 70 %.

• Bachelor of Arts from Punjab University, India in year **2010** with 59 %.

• 12th Grade passed from PSE Board, India in year **2006** with 61%

• 10th Grade passed from PSE Board, India in year **2004** with 72%

**Other Qualification**

• Successfully completed One Year Diploma in Aviation and Hospitality Management. (2007) from **School of Aviation and hospitality management**  in year **2007**

**Computer Skills**

• Basic use of MS Office, Internet.

**Summer Training Report**

Year: **2013** Duration: **45 Days**

###### Worked in a research Project on “HR Policies and its implementation” at “Malbros International Pvt. Ltd.”, XXXXX

**Professional Experience**

 • Worked in ICICI Prudential as an Agent for the duration of one year.

**Personal Details**

**DOB: 05-11-1988**

**Age:** 28

**Languages Known: English, Hindi**

**Hobbies**

• Listening to music.

• Internet surfing.

**Job Seeker First Name / CV No: 1801242**

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