**Pankaj**[**Pankaj.374351@2freemail.com**](mailto:Pankaj.374351@2freemail.com)

** Career Objective**

Achieve efficiency in my work area and seek challenging roles in organization where my skills are fully utilized. Use logical thinking and correct knowledge for better output of my organization.

** About Me**

I am a dedicated, organized and methodical individual. I am reliable, dependable and I seek new responsibilities in different employment areas. I am an excellent team worker with good communication skills. I am willing to learn new skills for adding value to my profile. I have dynamic approach to work and I firmly believe in getting things done. I am determined to identify and develop new opportunities.

** Education**

**Bachelor of Education** Graduated, December 2011S S Degree College Marks 62%  
CSJMU Division 1  
Kanpur, Uttar Pradesh

**Master Degree in History** Graduated, July 2010Kanpur University Marks 51%  
AICTE & UGC Board Division 2  
Kanpur, Uttar Pradesh

**Bachelor Degree in French** Graduated, July 2009Lucknow University Marks 61%  
UGC Board Division 1  
Lucknow Uttar Pradesh

**10+2 (Higher Secondary)** Passed Out, July 2005Shivaji Inter College Marks 71%  
U.P Board Division 1  
Kanpur, Uttar Pradesh

** Professional Qualifications and Affiliations**

* Six-months certificate in “Course on Computer Concept (CCC)” from **NIELIT, New Delhi**
* Six-months **Office Management Certificate** from U.P Government

** Personal Skills**

* Strategic planning
* Team Oriented
* Leadership
* Hard Working
* Public Relations

** Work Experience**

* **Sarasvati Vidya Mandir, Kanpur, India** (**July 2013 – Dec-2014)**

Taught all subjects to students in primary classes ( class 1 to 4). I ensured discipline among young students along with their normal studies.I encouraged them to participate in extracurricular activities

* **AV Associate, (Customer Support Associate Airtel Postpaid) Kanpur, India** (**August 2015 – October 2016)**

Worked in **Management Information System (**MIS) in the above-mentioned organisation. I managed customer information by categorizing and storing and retrieving them in the database.I generated customers report for billing and other services.

** Computer Proficiency**

* MS Word 2016
* PowerPoint 2016
* Wordpress for making websites

** Languages**

* Hindi
* English

** Personal Interests**

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| --- | --- |
| * Travelling | * Interacting with People |
| * Helping Others |  |
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** Personal Details**

Marital Status: Married  
Birthday: October 23, 1989 Nationality: Indian  
Gender: Male

**Declaration**

I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.