Pankaj 

Best time of day to contact: Anytime

E-mail: [pankaj.379477@2freemail.com](mailto:pankaj.379477@2freemail.com)

Date of Birth: 15 August 1993

Gender: Male

Country of Citizenship: India

Field of Training Desired: office Assistance

Date available of start training: Immediately

* Training Objectives:

Being a committed team player, want to work in a challenging and fast paced environment, leveraging my current knowledge and fostering creativity, with many learning opportunities.

* Education Institute Name:

D. D. Upadhyay University - Gorakhpur

Location: Gorakhpur (India)

Institute Start Date: 1 Jul 2013

Graduation: June 2016

Field of Study: As official work

* Relevant work Experience:

1 Digi Call,

2 Aegis

* Responsibilities of Job:
* Answered incoming calls (avg. 40/ day) resolving issue with both customers and billing department
* Preparing a detailed business plan to achieve goals and objectives of the company.
* Analyzed all company data entry system and prepared recommendations for system-wide efficiency improvement Motivating team members to achieve desired results.
* Making presentation of product & service at client site.
* Adopting a team approach, work with others in pursuing common goals.
* Skills/Qualifications Language & Level: Proficiency in the English Communication

Computer Skills: Well versed in Windows-98, XP, and Vista. Proficiency in MS-Word, MS-Excel, PH Stat. Sound understanding of Internet Tools. Interest in computer networks.

* Core Competencies:
* Positive Attitude
* Good Communication Skills
* Good Team Player
* Willingness to Learn
* Building Relationship
* Optimistic

Personal details:

Marital status : Unmarried

Language known : English and Hindi

Hobbies : Surfing Internet, listing music & Computer

Games.