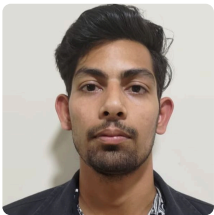


PARDEEP KUMAR SHUKLA

Operations Team Leader

+919877074155
<https://king-gr-yt.github.io/Portfolio/>
Total Experience: 3 Years 1 Months

@ Pardeepshukla860@gmail.com
Chandigarh



SUMMARY

Team Leader experienced in directing activities of workgroups. Develops strategies, provides training, sets goals and obtains team feedback. Excellent interpersonal and communication skills. Big picture focus with excellence in communicating goals and vision to succeed. Problem solver, networker, and consensus builder.

EXPERIENCE

- 04/2024 - Present

Chandigarh, India

Team Lead - Operations

SBI PAYMENTS PVT LTD

 - Manage the day-to-day operations.
 - Develop and implement standard operating procedures (SOPs) to enhance operational efficiency.
 - Utilize data-driven insights to make informed decisions on resource allocation and workforce optimization.
 - Worked closely with the sales team to provide operational support, including managing the POS machine lifecycle (installations, de installations, approvals).
- 08/2022 - 03/2024

Chandigarh, India

Data Entry Operator

LSR Infracon Private Limited

 - Resolved discrepancies between source documents and computer database records
 - Utilized various software programs including MS Office Suite and specialized applications
 - Identified data entry errors and corrected mistakes to achieve near-perfect accuracy in data sets
- 08/2021 - 07/2022

Chandigarh, India

Data Entry Operator

Grip Rehabilitation Private Limited

 - Gathered and documented statistical information to generate reports
 - Scanned and stored files and records electronically to reduce paper files and secure data
 - Verified confidential or private client information in adherence to state and federal laws

EDUCATION

- 09/2018

Chandigarh, India

Jetking Certified Hardware And Networking Engineer

Jetking Chandigarh

 - Note key learnings, experience and skills gained relevant to the job.
- 05/2017

Chandigarh, India

Class XII

CBSE BOARD

 - Year of Passing
- 05/2015

Chandigarh, India

Class X

CBSE BOARD

 - Note key learnings, experience and skills gained relevant to the job.

LANGUAGES

Hindi

Native

English

Intermediate

Punjabi

Intermediate

SKILLS

Css

Data Entry

Excel

Front-end

Github

Html

Microsoft Excel

Ms office

KEY ACHIEVEMENTS

- NATIONAL GOA GOLD CUP T20 CRICKET CHAMPIONSHIP

Quarter-Finalist
- AAKASH NATIONAL TALENT HUNT EXAM

Participation in Talent Hunt Exam