Yash Pal

Village-Barwa, Distt-Sirmour ,

Nahan, Zip Code-173023,

Paly7841@gmail.com,

31.03.2023

Office Assistant

Food and Agriculture Organization of the United Nations

Dear Sir/madam

I am writing to express my strong interest in the Office Assistant position at the Food and Agriculture Organization of the United Nations (FAO), which I learned about through social media With my three years of experience in office administration and my passion for contributing to the United Nations' mission, I believe that I am an excellent fit for this position.

In my previous role as an Office Assistant at ONEIC, I developed a wide range of skills that align well with the requirements of the FAO Office Assistant position. My experience in handling administrative tasks such as managing schedules, coordinating meetings, and handling correspondences has given me the skills to work independently and efficiently.

Additionally, I have experience in handling confidential documents and maintaining office records, which will be essential in ensuring the smooth functioning of FAO's operations. I am also highly familiar with the United Nations' mission and values, and I share a strong passion for promoting sustainable agriculture and food security.

I am confident that my skills, experience, and passion make me a strong candidate for the Office Assistant position at FAO.

I am excited about the opportunity to contribute to FAO's mission and to work with a team of dedicated professionals towards the goal of achieving a world free from hunger.

Thank you for considering my application. I have attached my resume for your review, and I look forward to the opportunity to discuss my qualifications further.

Sincerely,

Yash Pal

Sr. No. 1531983 Roll No. 1325485

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION

MATRICULATION EXAMINATION MARCH 2010

This is to certify that YASH PAL Sex : Male/Female

Father's Name Shri INDER SINGH

Mother's Name Smt. TARA DEVI

Born on (17/10/92) SEVENTEENTH OCTOBER

One thousand nine hundred and NINETY TWO

has passed the **MATRICULATION EXAMINATION** of this Board

from/as GOVT SR SEC SCHOOL KORAG

District SIRMAUR

and placed in FIRST Division

DETAIL OF MARKS

Sr.No.	Subjects	Marks Obtained	Max. Marks
1.	English	71	100
2.	Mathematics	69	100
3.	Hindi	69	100
4.	Social Science (His. Civ. Geog)	66	100
5.	Science & Technology (Phy. Chem. Life Sci.)	80 *	100
6.	SANSKRIT	61	100
7.	INFORMATION TECH (Elective)	95 *	100
8.	Grace Marks for Division Improvement, if any	XX	
	TOTAL FIVE HUNDRED AND ELEVEN ONLY	511	700

* Denotes Distinction i.e. 75% marks or above.

'F' indicates Failure in the subject & marks not included in the Grand Total.

NON EXAMINATION SUBJECTS INTERNAL (FOR SCHOOL CANDIDATES ONLY)	GRADE
i) Socially useful productive work and Community Service	A
ii) Physical and Health Education	A
iii) Education for Human Values and Supervised Studies	A

Note : For gradation of Non Examination Subjects, please see overleaf.

BOARD OF SCHOOL EDUCATION

Sr. No. 882883

Roll No. 1280253

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION

SENIOR SECONDARY (PLUS TWO) EXAMINATION

SEPTEMBER - 2013 SCIENCE Group

This is to certify that YASH PAL

Sex : MALE

Father's Name Shri INDER SINGH

Mother's Name Smt. TARA DEVI

has passed the **PLUS TWO EXAMINATION** of this Board

from/as GOVT SR SEC SCHOOL, BHAWAI

District SIRMOUR

and placed in FIRST Division

DETAIL OF MARKS

Sr. No.	Subjects	Marks Obtained	Maximum Marks
1.	English	51	100
2.	PHYSICS W.36 P.20	56	100
3.	CHEMISTRY W.48 P.22	70	100
4.	MATHEMATICS	61*	100
5.	PHYSICAL EDUCATION W.52 P.19	71	100
6.	xxxxxxxxx (Additional)	xxx	100
7.	xxxxxxxxx (Additional)	xxx	100
8.	Grace Marks for Division Improvement, if any	xxx	
	TOTAL Three Hundred And Twenty Nine Only	329	500

1. * Denotes Distinction i.e. 75% marks or above.
2. The Marks of Additional Subject(s) have not been included in the aggregate.
3. Where the candidate has failed in the Elective Subjects the marks of Additional Subject(s) have been accounted towards aggregate and division.

2

Yash Pal
Reg. No.21906075023

Validity 2019-2025
(unless withdrawn earlier)

DISTANCE EDUCATION
Bridging the Distance in Education
Recognized by UGC

Bachelor of Science (Information Technology)

Hno-65 Vill Dimaina Block No 84 Nahan
Sirmour,,,Nahan,Himachal Pradesh,173023,India

Issuing Authority

BMI certified IQ TEST

BRAIN METRICS INITIATIVE
IQ Research - Personality & Intelligence Assessment Tools

General Intelligence Quotient

CERTIFICATE

awarded to

Yash Pal

in recognition for successful completion
of the BMI Certified IQ Test with the following score:

90

BRAIN METRICS INITIATIVE

November 6, 2019

BMI Certified IQ Test / Version 2.0

Certificate Serial Number:

#1001488549

Training Partner:

Unifiers
people and ideas...
for a beautiful world

SkillsTrainer

Acquire Skills - Anywhere, Anytime...

Certificate of Completion

is hereby awarded to

yash pal

for successfully completing the course of

Domestic Data Entry Operator - English

SkillsTrainer
Acquire Skills - Anywhere, Anytime...

Enrollment ID	Date of Issuance
723419	**29/06/21**

Vikrant Abrol

(Director, Unifiers Social Ventures Pvt Ltd)

IELTS™

Test Report Form

GENERAL TRAINING

NOTE *Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.*
*GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes.*
*It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test.*

Centre Number	OM001	Date	12/MAR/2022	Candidate Number	009883

Candidate Details

Family Name	-
First Name	YASH PAL INDER
Candidate ID	115186791

Date of Birth	17/10/1992	Sex (M/F)	M	Scheme Code	Private Candidate

Country or Region of Origin	
Country of Nationality	INDIA
First Language	HINDI

Test Results

Listening	Reading	Writing	Speaking	Overall Band Score	CEFR Level
4.5	3.5	5.5	5.0	4.5	B1

Administrator Comments

Centre stamp

EXAMINATIONS SERVICES
BRITISH COUNCIL
OMAN

Validation stamp

VALIDATION STAMP
IELTS
CAMBRIDGE ENGLISH/BRITISH COUNCIL/IDP:IELTS

Administrator's Signature

Date 24/03/2022

Test Report Form Number 21OM009883TY001G

BRITISH COUNCIL idp Cambridge Assessment English

The validity of this IELTS Test Report Form can be verified online by recognising organisations at http://ielts.ucles.org.uk

इस पासपोर्ट में 36 पृष्ठ हैं। This passport contains 36 pages.

3

भारत गणराज्य REPUBLIC OF INDIA

टाईप / Type: P

राष्ट्र कोड / Country Code: IND

पासपोर्ट न. / Passport No.: R5518235

उपनाम / Surname

दिया गया नाम / Given Name(s): YASH PAL

राष्ट्रीयता / Nationality: भारतीय / INDIAN

लिंग / Sex: M

जन्म तिथि / Date of Birth: 17/10/1992

जन्म स्थान / Place of Birth: DIMAIENA, HIMACHAL PRADESH

जारी करने का स्थान / Place of Issue: SHIMLA

जारी करने की तिथि / Date of Issue: 22/11/2017

समाप्ति की तिथि / Date of Expiry: 21/11/2027

Yashpal

P<IND<<YASH<PAL<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<

R5518235<8IND9210170M2711210<<<<<<<<<<<<<<<2

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

R5518235

INDER SINGH

माता का नाम / Name of Mother

TARA DEVI

पति या पत्नी का नाम / Name of Spouse

पता / Address

HNO.65 ,VILL DIMAINA BLOCK NO.84 PO KORAG

TEH RENUKA SANGARAH,SIRMAUR

PIN:173023,HIMACHAL PRADESH,INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं. / File No.

SM1061653384217

विविध सेवा / MISCELLANEOUS SERVICE

टिप्पणी / OBSERVATION

Yash Pal

Software Technical Coordinator

Contact

Current Location : Sultan Qaboos University Hospital , P.O- Box 38, P.C – 123. Al Khod. Sultanate Of Oman

+968-94230481,
+91-8626935756

paly7841@gmail.com

Technical Skills

Language: Java, JavaScript & Python

Database: MySQL, Oracle & DB2

Frameworks: JSF, J2EE & Apache

API's : JNDI, Servlets & EJB

Education

- **Bachelor Of Technology** : Mechanical Engineering, Major In Diesel Engine (From: Heritage Institute of Technology 2014 To 2018 Kolkata)
- **Diploma in industrial safety**: management from ministry of Shipping, Patna Gai Ghat (NINI)

Career Objectives

Highly experienced, solutions- oriented professional with remarkable background in overseeing all aspects of the software Development life cycle, from extensive analysis and design through execution and maintenance. Proficient in utilizing a wide variety of programs and tools to provide high-quality and cost-effective applications to boost efficiency and productivity.

Work Experience

- **Assistant Systems Operator**
  Reliance Refinery Gujarat,India (2018 To 2019)
- **Software Technical Coordinator**
  Oman National Engineering Investment Company, Oman (Since 08-2020 To Till Date)

Area Of Expertise

- Project Management
- Strategic Planning
- Team Leadership & Development
- Scrum & Agile Methodologies

Languages

- **English : Speak 70%, Listen 80% & Write 90%**
- **Hindi : Speak 70%, Listen 80% & Write 90%**
- **Bengali : Speak 40%**
- **Gujarati : Speak 30%**
- **Arabic : Speak 30%**

Personal Details

Name	: Yashpal
Father's Name	: Inder Singh
Nationality	: Indian
Date Of Birth	: 17-Oct-1992
Religion	: Hindu
Gender	: Male
Marital Status	: Single
Passport No.	: R5518235
Passport Issue Date	: 22-Nov-2017
Passport Exp. Date	: 21-Nov-2027

Hobbies

- Reading
- Writing
- Travel
- Music

I Hereby declare that all the given particular and details are true to the best of my knowledge and belief a I am also willing to give my best for the company.