**CARRICULUME VATE**

**PARMOD BHAGAT**

**Email**: [parmodbhagat00@gmail.com](mailto:parmodbhagat00@gmail.com)

**Mobile No**- 7986029076,7508768463

**CAREER SUMMARY**

. Proven experience with excellent interpersonal skills. Seasoned professional to accept challenges and manage complex projects

**AREA OF EXPERTISE / ROLES and RESPONSIBILITIES**

* Capable to work various process in baking
* Vendor management experience
* Systematic and organized
* Can get Along with seniors & subordinates.
* Quick grasp of technical detail.
* Willingness of learn new things
* Administration experience in Software Company.
* Administration Transport Manager role in reputed group of school.

**Experience Present Employer Information**

**From: 2-6-2016 to: Till Date**

**Position Held: Administrative Incharge**

**Organization: Innocent Hearts Group of Institutions**

**Nature of Work: Transportation work, Managed over five, for schools, handling finance matter of vendors and Students fees.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ORGANIZATION** | **DESIGNATION** | **FROM** | **TO** | **NATURE OF WORK** |
| Puneet Oberoi & Ca | Accounting | 02-03-2014 | 1-03-2016 | Handling Purchase and Accounts |

**Level of computer Proficiency**

**Level:** All MS office application (EXCEL, WORD, POWERPOINT, OUTLOOK), Gmail, knowledge of internet applications, and using application Tally Based and multiple Software.

**Educational Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DEGREE / EXAM. PASSED** | **SUBJECT / DISCIPLINE** | **INSTITUTE** | **BOARD / UNIVERSITY** | **YEAR** | **%AGE / GRADE** |
| **Senior Secondary** | Arts | Govt. Sen. Sec. School, Gakhal | PSEB | 2012 | 63 |
| **Diploma** | Computer Engineering | Mehr Chand Polytechnic College, Jalandhar | PSBTE & IT | 2013-2016 | 72 |
| **Diploma** | Core Java / My SQL Server | Encapsulate Logics | Industrial  training Centre | 2016 | +A |
| **B.Tech** | Computer Engineering | St. Solider Group of Institution | IKG- PTU | 2017-2020 | 70 |

**ACHIEVEMENTS:**

* Captain junior wing Cricket Team during Schooling.
* Lead Bhangra Team of School.

**Personal Information**

**Father’s Name -** Mr.Om Prakash

**DOB -** 10-07-1994

**Marital Status**  - Single

**Nationality -** Indian.

**LANGUAGES -** HINDI,ENGLISH, PUNJABI

**INTEREST -** Social Work,Traveling, Cricket, Music, Bhangra

**MARITAL STATUS -** Unmarried

**ADDRESS - New Dashmesh Nagar, Jalandhar**

**MOBILE NO - +91 7986029076, 7508768463**

**Declaration**

**I certify that the aforementioned information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances, which may impair my fitness for employment.**

**Parmod**