

## RAHUL PRASAD

Vill.- Chandwak Dist.- Jaunpur (U.P) 222129  
Mob.- +91-9179393132 Mail id- [rahulprasad0810@gmail.com](mailto:rahulprasad0810@gmail.com)

### OBJECTIVE :-

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To acquire a challenging and stimulating pursuit in a computer field where, I could enhance my skills and computer knowledge through quick learning for the proliferation of the organization.

### EDUCATION :-

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1. Bachelor of Computer Application(BCA) from Choithram College of Professional Studies Indore(2014-2017) with percentage of 65.
2. 12<sup>th</sup> Govt. Higher Secondary School M.P.with 68% in the year 2014.
3. 10<sup>th</sup> Sapna Convent Higher Secondary School M.P with 75% in the year 2012.

### EXPERIENCE :-

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1. Motherson Sumi System Ltd. (MSSL) Pithampur sec.3 Dhar  
**Department :-** LPC  
**Designation :-** Computer Operator  
**Role :-** ERP Report, Attendance & LRN ,Defect & Rejection entry  
**Experience :-** 5 Month (March-2018 To July-2018)
2. Kusum Healthcare Private Ltd. Pithampur sec.3 Dhar  
**Department :-** PACKING  
**Designation :-** Computer Operator  
**Role :-** BPR ,BMR ,SOP ,MRN file ready  
**Experience :-** 1 YEARS (Dec-2019 To Nov-2020)
3. Ipca Laboratories Ltd. Athal Vapi (Gujrat)  
**Department :-** ADMIN  
**Designation :-** HR Assistant  
**Role :-** ERP Report ,Recruitment & Attendance  
**Experience :-** 1 YEARS (14<sup>th</sup> Dec-2020 To 09<sup>th</sup> Dec-2021)
4. Simplex Metal Processors(I) Private Ltd. Pithampur sec.3 Dhar  
**Department :-** HR & ADMIN  
**Designation :-** Junior Officer  
**Role :-** ERP Report, Inventory & Invoice, Time Office(TCS Software)  
**Experience :-** (17<sup>th</sup> Jan-2022 To Till now)

### COMPUTER SKILLS :-

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**Operating System :-** Windows XP/07/08/10/11/ Unix  
**Software Knowledge :-** TCS , SAP , MS Office(PPT, Word, Excel)

### **ACHIEVEMENTS :-**

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1. National Digital Literacy Mission Govt. authorized Computer Certificate in (Sep-2015).
2. Prime Infotech Institute of Technology is grade of A+ Computer Certificate in (Aug-2016 To Oct-2016).

### **PERSONAL INFORMATION :-**

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Date of birth :- 08-10-1995  
Father name :- Mr. Sankatha Prasad  
Married status :- Unmarried  
Language :- Hindi & English  
Strength :- Positive think , Smart work  
Hobby :- Cricket , Kabaddi

### **DECLARATION :-**

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I hereby declare that all the information given in the resume is true to the best of my knowledge and belief.

Place :

Date :

Signature