

# Vineet Pandey , EDP Officer

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## Education

<b>Shanvi Siksha Samiti Institute</b>	2020
Post Graduate Diploma in Computer Applications (PGDCA) Computers	
<b>Chhatrapati Shahu Ji Maharaj University, Kanpur</b>	2019
Bachelor of Science (B.Sc) Chemistry	
<b>Uttar Pradesh Board of High School and Intermediate Education</b>	2015
12th Class (XII) Hindi	
<b>Uttar Pradesh Board of High School and Intermediate Education</b>	2014
10th Class (X) Hindi	

## Experience

<b>EDP Officer (Electronic Data Processing)   Aakash Educational Services Limited</b>	Jul 2022 - Present
Duties included providing administrative support to employees. Managing all day-to-day HR administration tasks; ensuring that all employee and HR records are accurate and up to date.	
<b>HR Assistant For Erection Commissioning Site   Aakash Engineering and Contraction</b>	Oct 2019 - May 2021
Duties included providing administrative support to employees. Managing all day-to-day HR administration tasks; ensuring that all employee and HR records are accurate and up to date.	

## Skills

Oracle Peoplesoft ERP 2.0 (Enterprise Resource Planning) Phoenix ERP Microsoft Teams i-Tutor , power analysis , Streaming Data , Data Analysis , Power Point Presentation

## Courses & Certifications

myAakash Application , "Ownership and Accountability" , "Customer Orientation & Communication" , "Emotional Intelligence" , Student Onboarding