

# **CURRICULUM VITAE**

## **ANKIT PAL**

Village: Jalpura Greater Noida

Post :- Kulesra

Disst :- Dadri Goutam Budh Nagar, 203207

E-Mail-[Ankitpadhan50@gmail.com](mailto:Ankitpadhan50@gmail.com)

Mobile:-+91-9773854676, 91-8799780042

### **Career Objective**

To work in a professional environment where I can learn more and also enhance my industrial skill and Computer technical ability that adds value to my profession and personality.

### **TECHNICAL & SOFTWARE KNOWLEGDE**

- Operating Systems: Windows 9X, Windows 2000, Windows ME, Windows XP, Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10
- HTML Editing Tools: Macromedia Dreamweaver, Microsoft FrontPage, Adobe Go Live
- Graphics Tools: Macromedia Flash, Macromedia Fireworks, Adobe Photoshop, Adobe PageMaker, Adobe Illustrator, 3D Max, Bryce 3D, Photoshop
- Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express
- Programming Language: TallyErp9

### **OFFICE SUPPORT SKILLS**

Have known with various useful methods of

- Accountancy
- Multi line telephone controlling
- Documentation and Data Entry
- Knowledge for handling quality photocopy machines and the fax machines
- Have known with Microfiche

### **WORKING SKILLS**

- Daily Production Report
- Daily Export Report as per SKU's Wise
- Daily Rejection Details.
- Update & maintain all the Registers including Production Report like Production Starting from to Final Assembly.
- Daily Finish goods Report Pcs/Man/Hour (To calculate the production as per hour in 12 or 8 hours.
- Update After Dispatch detail as Per Invoice
- Update Finished Goods Stock as Per Closing Date
- Making QZ Test Report
- Making BOM (Bill Of Material) Starting in Every Month Submit in Store.

- Making LP (Local Purchase) Details and Submit in Store.
- Making Safety Report for the Workers
- Making Productivity Details. As Per Month wise.
- Making Attendance Trained.
- Making in Every 3 Months Training Feedback as per giving by the Supervisor and Trainer in Every Department.
- Maintain Work Order File.
- Maintain Packing List File.
- Making DTA Work Order and Packing List.
- Also Maintain OT File.
- Also Solved The Networking Problems in Desktop & Laptops.
- Hardware Problems solved Likes Update Windows Install the Software and also making the Home Network.

#### EDUCATION QALIFICATION:-

- I have Completed Hardware Course in Feb 2013(4 months) From ALFA Institute Computer Education.
- I have Also Completed Tally Erp9 with 87% pass out From Rajasthan Institute Of Computer Education.
- I have Also Completed Computer Hardware Servicing.
- I have Also Completed DIPLOMA ADCA in 2013(6 Months) From ALFA Institute Computer Education .
- I have Completed 10<sup>th</sup> From C.B.S.E Board with CGP: 7.2 in 2014.
- I have Completed 12<sup>th</sup> Form C.B.S.E Board with Grade AB in 2015 from NIUS

#### Hobbies and Interest

- Play the Football.
- Interested in completed the Goal of the Work. And Excellent problem solving skills and a self starter.

#### EXPERIENCE

- 11 Months In Fase II Noida Housry Complex Noida Apr. 2016 To Feb. 2017 in DATA Entry in Tally Erp9
- 1 Year in CSTech In Fase II Noida Housry Complex Noida Apr.2017 To Apr.2018 In Production Documents Preparation
- 9 Month in Delhi shahdra Gali No. 10 , 26/26 near By Oxey Gym. DS Finance Services. June 2018 and still working here. In sales Process

#### Personal Details

Father's Name	:	Mr. SUBHAHS PAL
Date of Birth	:	02 FEB 1997
Marital Status	:	Unmarried
Language	:	English & Hindi
Nationality	:	INDIAN
Permanent Add	:	Village –Jalpura Greater Noida G.B Nagar 203207(U.P)

Date:-.....

Place:-.....

**(ANKIT PAL)**