

# **CURRICULUM VITAE**

## **AMIT PAL**

84-85, Block-B, Vijay Nagar  
Mohan Garden, Uttam Nagar  
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## **OBJECTIVE:**

To Obtain a Challenging position in a professional organization where, I can enhance my skills and knowledge in conjunction with the organization, goals and objectives.

## **ABOUT MY FATHER**

- My father is working in PEED, CPWD, Rashtrapati Bhavan as Wireman. He is died on 25<sup>th</sup> July 2014.

## **BRIEF OVERVIEW:**

- Strong desire to grow excel and learn through own experiences.
- Highly organized and efficient time manager.
- Consistently maintain positive attitude, and optimistic approach.
- Available and willing to work in shifts.

## **PERSONAL SKILLS:**

- Proven ability to understand complex process and insured effective implementation by turning them into manageable tasks.
- Produce result – oriented and quality work even when, under extreme time pressure and deadlines.

## **TECHNICAL QUALIFICATION:**

- GNIIT completed from NIIT at Connaught Palace Centre.

## **EXPERIENCE:**

- Two Years & Five Months Experience in M/s S&S Engineer as a Computer Operator.
- Two Years & Seven Months Experience in Chetna Electricals as a Computer Operator.
- Two Years Experience in National Highway Authority of India as a Data Entry Operator cum Computer Operator.
- One Year Experience in Rashtrapati Bhavan as a Data Entry Operator cum Computer Operator
- Four Year Experience in Made Easy Education Pvt Ltd as a Data Entry Operator (Currently working).

## **EDUCATIONAL QUALIFICATION:**

- 10<sup>th</sup> Passed from C.B.S.E. Board (Delhi) in 2004.
- 12<sup>th</sup> Passed from C.B.S.E. Board (Delhi) in 2006.
- Graduate from Bhimrao Ambedkar University in 2009.
- Post Graduation from IGNOU University in 2016.

## **COMPUTER LITERACY:**

Operating System	-	MS-DOS, _WIN98, _WIN2000 Server & Pro, _WINXP_ Pro.
MS Office	-	MS WORD, MS EXCEL & MS POWERPOINT.
Photoshop	-	Adobe Photoshop CC
Page Maker	-	Adobe Page Maker 7.0
Expose to Current	-	Internet, Surfing, E-mail, & Chatting.

## **PERSONAL PROFILE:**

Name	-	Amit Pal
Father's Name	-	Mr. Bachan Singh
Date Of Birth	-	23 <sup>rd</sup> August, 1986
Marital Status	-	Single
Nationality	-	Indian
Language Known	-	English & Hindi.
Typing Speed	-	40 w.p.m.

I certify that the information given above is true, completely and correct to the best knowledge and belief.

**PLACE: New-Delhi**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**(AMIT PAL)**