

# RESUME

## ***Pankaj kumar***

Permanent address:- 295/3 Road No.3 Andres Ganj

New Delhi 110049

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### **Carrier Objective**

Looking for employment by securing a position as Trainer with dependable firm or institution in which my experience and skills can be an asset to company.

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### **Relevant Experience**

#### **3 Years Experience in Ministry of Home Affairs contract with Pravidhi India as a Data Entry Operator**

##### **Data Entry Operator**

Ministry of Home Affairs contract with Pravidhi India

August.2016 to till Now

- Entering, updating, and verifying employee information.
- Ensuring accuracy of data entered into the computer program
- Tracking supporting documents for verification of data
- Sorting, batching, and archiving files for easy access
- Printing, collecting, and distributing reports as per demand

#### **2 Year Experience in Domin's Pizza at Team Member Gold as a Trainer**

##### **Trainer**

- Trainer to all team work as a briefing to staff
- Inventory Detail
- Food safety service
- Calculate opening and Expiring
- Order taking and customer Handling

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### **Summary of Qualifications**

- 10th Passed from UP Board in 2007.
- 12<sup>th</sup> passed from UP Board Allahabad 2011.
- B.Sc. Passed From Dr. B.R. Ambedkar University Agra in 2014
- CCC from,National Institute of Electronics & Information Technology-2018

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**Personal Detail**

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Father's Name	:-	Shri Hakim Singh
Date of Birth	:-	08 August 1992
Marital Status	:-	Unmarried
Gender	:-	Male

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**Declaration**

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All the information mentioned in the resume are correct to the best of my knowledge and believe.

Date:-

Place:- New Delhi

**(Pankaj Kumar)**