

# RESUME

**S**HUBHAM **P**ANDAY

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Gayatri Nagar, Naubasta Pulia,  
Thana Madiyaon,  
Mohibullapur,  
Lucknow – 226 021

## Career Objective:-

- To work in a challenging environment where I can develop myself with the Opportunities provided by organization & become strong supporting person for the organization.

## Academic Qualifications:-

- **Post Graduate (M.Com)** from Kanpur University.
- **Graduate (B.Com)** from Lucknow University in 2016.
- High School from U.P. Board in 2011.
- Intermediate from U.P. Board in 2013.

## Certification:-

- Complete two month training program in **CCE trade from PMKVY.**
- **ToT Certified Trainer** for In Store Promoter.
- **DDU-GKY ESOP Certified for Operations** (Professional Level).

## Work Experience:

- Currently working in **DDU-GKY Sandha and Associate Pvt. Ltd., as a Center Head**
- 2 Years worked with **Mahendra's Skill Training and Development Pvt. Ltd., as a BPO Trainer cum Assistant Manager**
- 1 Year worked with **PMKVY as a CCE Trainer**
- 3 Years worked with **Aegis BPO Ltd. as a Team Leader**

- **Job Responsibilities:**

- ✓ Maintain training center's as per the SOP norms.  
Responsible, Handling and Closely work with a Team of Mobilization, Training, Hostel Arrangement & Disciplines, Administration of Centre and Placements activity.  
Make sure bio metric device is working & attendance data is saved promptly.
- ✓ Check whether the systems and projectors are working, all software installed for training, seating arrangements for 30 - 35 Students for the theory & practical room, basic facilities like drinking water, toilets and floor cleanness are very well maintained.
- ✓ Maintain the team of trainers and mobilizes with students.

- ✓ Share the training schedules to trainers on time; maintain trainer's attendance & timing registers.
- ✓ Check week wise content delivered & Tots are done.
- ✓ Candidates' enrolment & attendance must be done on the website.
- ✓ Assist in third party assessment.
- ✓ Find companies for placements, call student mobilizes to assist you in placements, collect all documents related to placements, & company related documents.
- ✓ Collect all the documents, for attendance, course completion report on daily basis.
- ✓ Attend the meetings at the office or district level or state
- ✓ Enroll as a student in the appropriate course. Study the course at your own pace.
- ✓ These tests are not mandatory but they will help you assess your progress in the course.
- ✓ Book a slot online to take the final certification examination at a designated centre.
- ✓ Appear for the examination as per the slot. Successful candidates at this examination will be awarded a certificate valid for one year.
- ✓ Training Courses to be conducted as per the Market Scan Report
- ✓ Communicate with Local Partner regarding Initiation of Centre
- ✓ Mobilization Areas and Road show Date
- ✓ Mobilization of eligible candidates through mobilizes.
- ✓ Registration of candidates.
- ✓ Imparting training to candidates.
- ✓ Managing day to day center activities.

### **Personal Details:-**

- Father's Name : Mr. Ram Babu Pandey
- Mother's Name : Mrs. Santosh Pandey
- Date of Birth : 01/07/1996
- Gender : Male
- Nationality : Indian
- Marital Status : Unmarried
- Language Known : English & Hindi

### **Declaration:-**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above- mentioned particulars.

**Date:**

**Place:**

**(Shubham Panday)**