

CURRICULLAM VITAE

PRAVEEN KUMAR RAI

ADD- SHASTRI NAGAR

GHAZIPUR U.P 233001

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Contact No.:8318977031,9125690944

OBJECTIVE:

To pursue a challenging career in a leading and progressive organization offering opportunities for utilizing my skills towards the growth for organization, hereby in long run, preparing myself for taking on great responsibilities within the company.

WORKING EXPERIENCE:

- **03Years Experience Mahendra's Educational Pvt. Ltd. as Centre Manager at PMKK project.**
- **1Year Experience Excelus Learning Solution PMKK Raebareli as aFTCP Trainer(Academic Manager).**
- **2 Years Worked with Nifa infocomp services pvt ltd as a Center manager at DDU-GKY Project.**
- **I worked as a Center Manager with Lal Bahadur Shastri Siksha Samiti last One Year.**
- **Now a days I am with Saurabh Educational and welfare society as a Project head.**
- **I am also SOP Certified .**

➤ Job responsibility :

- ✓ Handling a big Team.
- ✓ Preparing weekly or monthly reports.
- ✓ Attending management meetings.
- ✓ Performing administrative duties.
- ✓ Supervising Staff.
- ✓ Taking advantage of business Opportunities.
- ✓ Managing Centre.
- ✓ Skill Training.
- ✓ Handling daily ad hoc responsibilities.
- ✓ Create MIS report day by day.
- ✓ Attending UPSDM meetings.
- ✓ Liaisoning with NABCON and UPSDM.

ACADEMIC QUALIFICATION

- **High school** passed from U.P. Board in year 2003.
- **Intermediate** passed from U.P. Board in year 2005.

☐ **Graduation** passed from V.B.S Purvanchal University in year 2008.

☐ **TECHNICAL QUALIFICATION:**

➤ **Post graduate Diploma in Computer Application in year 2010.**

➤ **Hardware Networking** course in Computer in year 2014.

LANGUAGE KNOWN:

- Hindi
- English

Job Skills:

- Being innovative and creative .
- Being motivated .
- Leadership .
- Being flexible .
- Being an effective team player
- Office management.
- Project management .
- Time management.

DEMOGRAPHICS:

Father's Name	Mr. Vijay Shankar Rai
Date of Birth	02/10/1988
Marital Status	Married
Nationality	Indian
Gender	Male
Communication Address	VILL- Shastri Nagar Dist.-Ghazipur 233001

DECLARATION & SIGNATURE:

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: Ghazipur

(PRAVEEN KUMAR RAI)