



DEEPA K KUMAR

Contact Information:

Permanent Address:

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Present Address:

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Personal Data:

Father's name: Rajkumar Singh
DOB: 12th Jul. 1998
Sex : Male
Nationality : Indian
Marital Status : Single

Languages Known:

- English
- Hindi

Hobbies:

- Reading Books
- Listening music
- Traveling

CURRICULAM VITAE

Objective

To work in a competitive, challenging and professional environment to secure a better position in corporate world through improving myself in all spheres of professional life.

Summary

Organization: Migsun Kaushalam Pvt. Ltd., Ghaziabad (UP)

Designation: Centre Head Cum Placement Head

WORK EXPERIENCE: – February 2019 to Continue.....

Job profile-

- To manage placement works as per project norms.
- To look after the training schedule and placement activities of Candidates
- Movement and tie-up With Company for Placement
- To have close liaison with industry for the placement of Candidates
- To track all placed candidates till their completion of placement criteria
- To collect all required documents of placed candidates as per project norms.
- Organize and monitor training center.
- Monitoring and evaluation of the project activities at distric tlevel.
- Management of reports of the project at district level.
- Designed the center according to projectguideline.
- Maintain all required SF on center level.
- Prepared and maintained files in a confidential manner.
- Conduct workshop for staff as trainer, MIS and mobilizer.
- Coordinate with block and district level officers

Organization: Em Power Pragati, Ghaziabad

Designation: Placement Executive

WORK EXPERIENCE:– July 2018 to January 2019

Job profile-

- To manage placement works as per project norms.
- To look after the training schedule and placement activities of Candidates
- Movement and tie-up With Company for Placement
- To have close liaison with industry for the placement of Candidates
- To track all placed candidates till their completion of placement criteria
- To collect all required documents of placed candidates as per project norms.

Academic Information

- Graduated in Business Administration from CCSU in 2019
- Completed Intermediate in Commerce from UP Board in 2016
- Completed Matriculation (10th) from UP Board in 2014.

Competencies

- Punctuality & time management
- Sincere & Effective Team Player
- Effective Communication
- Flexible to work environment
- Dedication to assignment

IT Skills

Operating systems : Windows 98, 2000, XP, Windows 7, 8 & 10.

Packages Known : MS Office Word, PowerPoint, Excel and etc.

Achievements & Certification:

- E-SOP Certified in Operation (Professional Level) for DDU-GKY Project

Strength

- Analytical skills with ability to capture minute details
- An effective team player with excellent communication, interpersonal, presentation & relationship management skills.
- Professionalism towards assignments, understanding and adaptable with organizational work culture.

Declaration

I hereby declare that all the information provided above is true to the best of my knowledge and belief.

Place:- Ghaziabad

Date :-

Signature

