

CURRICULLUM VITAE

SHASHI BHUSHAN PANDEY

H. 311, Block – A, Durga Vihar, South Delhi - 110062

Mobile No.: +91 - 7065134406

Email ID - shashibhushanp43@gmail.com

Objective:

Aspiring to work in a professionally managed environment where I intend to prove myself through my creative skills and hardworking capabilities, in aiding the achievements of the organization's vision and mission and grow with the organization.

Work Experience:

1+ Years worked with “Plus-is Computer Training Institute” as a **Backend. (Feb '2019 – Mar 2020)**

- Prepare Daily/Weekly & Monthly MIS reports.
- Maintain Students (Enquiry and Admission) data in Excel.
- Preparing reports as per the requirement or demands from Management.
- Day to day follow-up with students to collect the outstanding payment.
- Work with Management to understand the requirements clearly and come-up with ways to address them.
- Preparing month-end reports for trainers/course/inquiry and admission and also presenting them.
- Making MIS presentation & other important presentations
- Any other responsibility initiated by the Senior from time to time.
- Sometimes, I also used to give training on Advanced Excel.

Academic Details:

- Graduation, B.Sc. Math (Hons.) from Delhi University With **81% - 2017.**
- 12th passed from CBSE Board with **82% - 2014**
- 10th passed from CBSE Board with **77% - 2012**

College Achievements:

- Secured maximum 100/100 marks in the course titled “Differential Equation and Mathematical Modelling–11”
- Secured 98/100 marks in the course titled “Numerical Method and Programming”
- Secured 90% in second year in graduation

Extra-Curricular Activities & Achievements:

- Participated and completed the “Entrepreneurship Awareness Camp” conducted by Zakir Husain Delhi College [October 13–15, 2016]
- Participated in College-level Quiz conducted by Mathematical Society of Zakir Husain Delhi College [February 23 - 2017]

Professional Qualification:

- Professionally Knowledge of **MS Office** (MS Word, MS Excel, MS PowerPoint & Outlook).
- 6 Months Training for “**Office Management Training**” from Plus-is Computer Training Institute Delhi.
- Good Commanding knowledge of **Advanced Excel** (Lookup and Reference, Logical Functions, Statistical functions, Date and Time Functions, PivotTable & Dynamic Charts, Array Functions, Custom & Conditional Formatting and Etc.)
- Good Understanding on **MIS Reports and Data analysis**.

Personal Strengths:

- I am quick learner with a confident approach to work.
- Planning, communication, flexibility, commitment and time management.
- Willing to learn, punctual in doing my work.
- Very good team player and taking ownership in all aspects.
- Good interpersonal and communication skills
- Patience to deal with difficult situations with sense of responsibility.

Personal Details:

- Father's Name : Mr. Prakash Pandey
- Date of Birth : 15-Feb-1997
- Marital Status : Unmarried
- Hobbies : Reading books, Cricket & Watching News
- Languages : Hindi, English

Place: New Delhi

Date: __/__/____

Declaration-

I Promise You, I'll prove myself beyond Your Expectation If Provided an Opportunity.

Signature