Pankaj Prasad

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Objective

Seeking challenging career in Education Development Sector to get a position of responsibility, using my skills and efficiency to communicate my ideas and views and commit myself for achieving organizational objectives with the team effort and my positive attitude and performance.

Skills

Languages/Web Development	C, C++, PHP, JavaScript, HTML, CSS
Databases	MySQL
Tools	Dreamweaver, Photoshop cs4, Flash cs4
Office Package	Word, Excel, PowerPoint, Outlook

Highlights

Good verbal and written communication skills
Good training and presenting skills
Expert technical abilities and strong IT skills
Has excellent interpersonal skills
Strong time management skills and is highly organized

Work Experience

India CyberLearning Pvt. Ltd, Noida, Uttar Pradesh, India

Excel Trainer, Excel Backend Operator and Software Developer
(August 2012 – till date)

Responsibilities include Backend Operations, Software Development and Excel Trainings

Work Details:

- Gathered and integrated data from multiple sources with the help of Excel tools like V-look up, H-Look up, Pivot Charts and Graphs. Preparing and updating excel sheets related to different projects.
- Prepared and developed softwares based on PHP and MySql database.
- Designed and developed training programs for IT staff and students.
- Wrote training manuals and materials.

- Conducted workshops and seminars.
- Wrote books on MS Word, MS Excel and MS PowerPoint.
- Conducted Microsoft's Training Project in Excel to numerous corporate office locations and institutions in the following states:

  - Punjab
  - Uttar Pradesh
  - Himachal Pradesh
  - Madhya Pradesh
  - Delhi
  - Bihar
  - Rajasthan

Education

- Pursuing MCA from Sikkim Manipal University through distance education.
- B.A in Economics from Jai Prakash University Chapra, Bihar.
- Intermediate from Higher Secondary Board Guwahati, Assam.
- Matriculation from Board of Secondary Education Guwahati, Assam.

Certifications

Microsoft Certified Trainer from Microsoft in 2014.

PHP and MySQL Certification from NIIT, Noida.

Microsoft Certifications

Exam 77-888: Microsoft Office Specialist: MS Excel 2010 Expert
Exam 77-882: Microsoft Office Specialist: MS Excel 2010
Exam 77-602: Microsoft Office Specialist: MS Excel 2007
Exam 77-887: Microsoft Office Specialist: MS Word 2010 Expert
Exam 77-601: Microsoft Office Specialist: MS Word 2007
Exam 77-883: Microsoft Office Specialist: MS PowerPoint 2010
Exam 77-603: Microsoft Office Specialist: MS PowerPoint 2007

Awards

Gold medalist in MS Excel competition "COMPUDON" organized by Microsoft and Certiport in 2012 and selected to represent India at **World Wide Competition in Las Vegas, USA.**