

RESUME

PRADEEP KUMAR JHA

Address: MIG BM 30 WORLD BANK

ADA Colony Naini Prayagraj

Mob- 6387820134

Email Id – pj19930422@gmail.com

CAREER OBJECTIVE:

To seek a responsible challenging position in a firm where my experience skill, knowledge and professional qualification will be utilized and shall be contribute to the organization growth as well as of my own.

ACADEMIC QUALIFICATION:

- Secondary school passed from Kendriye Vidyalaya Yol Cantt, Kangra, year 2009.
- Senior Secondary school passed from Kendriye Vidyalaya Yol Cantt, Kangra, year 2011.
- Graduation B.Com passed from Mahthma Jyotiba Phule Rohailkhand Bareilly, year 2014.
- Post Graduation M.com passed from Mahthma Jyotiba Phule Rohailkhand Bareilly, year 2016.

PROFESSIONAL QUALIFICATIONS:

- One year Diploma in computer application from REALTECH in 2015

AWARDS AND ACHIEVEMENTS:

- All INDIA UP TREK as Camp Commandant, year 2013.
- CATC Camp Certificate 1, year 2013

- Inter Group-shooting competition, year 2014.
- CATC Camp Certificate 2, year 2014.
- Certificate of Commitments from Ministry of Defense on the eve of 74th Republic Day, year 2023

WORK EXPERIENCE:

Worked as a Research Assistant at SECORD, New Delhi from Sep 2019 to Oct 2023.

EXTRA CURRICULAR ACTIVITY:

- NCC B CERTIFICATE in year 2013.
- NCC C CERTIFICATE in year 2014.

SKILL SETS:

- Gathering Data, Data Entry and Data Analysis.
- Computer proficiency specially in MS Excel, MS Word and Power Point.
- Excellent communication skills to manage a wide range of relationships with colleagues, and customers.
- Problem-solving and diagnostic skills
- A calm temperament and the ability to work well under pressure.
- First-class time and resource management for the benefit of the organization

PERSONAL DETAILS:

Name	Pradeep Kumar Jha
Date of birth	22 April 1993
Fathers name	Shiv Kant Jha
Mothers name	Ranju Devi
Nationality	Indian

Gender	Male
Religion	Hindu
Marital status	Unmarried
Language known	English, Hindi

REFERENCES:

- DR PINKY DIRECTOR SECORD New Delhi drpinkyjha22@gmail.com 8318025554
- A K Singh Manager Kiran Foundation Prayagraj Uttar Pradesh 8004862107
- Sachin Singh Assistant Professor Institute of Law And Social Science Prayagraj Uttar Pradesh 9670970750

Date: 28-12-2023

Place: Prayagraj

(Pradeep jha)