

PUSHKAR DAS

(Sr. Process Executive)

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CARRIER OBJECTIVES

To work in an organization where I can utilize my knowledge, skills and attitude towards the growth of the organization and can enhance them further.

WORK EXPERIENCE

- Work as a **Sr. PROCESS EXECUTIVE** in **PATRA INDIA BPO SREVICE PVT LTD, Raipur (CG)** [May 2018 to till date]
- Worked as an **IT COORDINATOR** in **PARIDHI DIABETES HOSPITAL, Raipur (CG)** [2017-2018]
- Worked as an **EDUCATION COUNSELLOR** in **DISHA INSTITUTE OF MANAGEMENT AND TECHNOLOGY, Raipur (CG)** [2016-2017]
- Worked as a **SMART CLASS COORDINATOR** in **DELHI PUBLIC SCHOOL & KRISHNA PUBLIC SCHOOL, Raipur (CG)** from **Educomp Solution Ltd.** [2015-2016]

ROLES & RESPONSIBILITIES HANDLED

- Generating and following up with the new business Leads.
- Ensuring all processes are carried out in accordance with company regulations, as well as health and safety codes.
- Establishing and maintaining relationships with staff as well as external clients.
- Addressing any questions or queries promptly and politely.
- Monitoring staff and operations, and drawing up strategies to improve efficiency.
- Assisting managers to develop incentives that provide performance.
- Attending workshops and event to expend skill set and professional network.

COMPUTER SKILLS

- **MS Office, MS Excel, Outlook**
- **C, C++ Programing Language**
- **Networking Hardware and Software Installation**
- **Adobe Photoshop**

SUMMARY OF QUALFICATIONS

Name of Examination	Board/University	Name of the School/College/Institute	Division	Percentage of Marks	Year of Passing
BCA (Final year)	Pt. R.S.S. University, Raipur (C.G.)	Maharaja Agrasen International College, Raipur (C.G.)	1 st Div.	61.40%	2014
Higher Secondary (12 th Board)	CG Board, Raipur	Tilak Bharti H.S School, Raipur (C.G.)	2 st Div.	48.8%	2011
Matriculation (10 th Board)	CG Board, Raipur	Tilak Bharti H.S School, Raipur (C.G.)	2 st Div.	51%	2009

PROJECT

- Made a project **ADDRESS BOOK** in JAVA language in BCA final year (2013-14).
- Made a project **TRANSPORTATION MANAGEMENT** in Visual Basic in BCA 2nd year (2012-13)

EXTRA CO CURRICULAR

- Attended five days workshop of **PERSONALITY DEVELOPMENT TRAINING PROGRAMME** by **JCI VAMA Raipur Capital**.
- Attended three days workshop of **ETHICAL HACKING** by **BIOS EDUCATION**.

SOFT SKILL

- Team Work
- Operations Management
- Flexible
- Communication Skills
- Quick Learner
- Hard Working

HOBBIES / INTEREST

- Learning New Technologies And Gadgets
- Dancing And Choreography, Playing Musical Instruments, Cricket
- Traveling And Camping

ACHIEVEMENTS

- I Awarded for **STAR OF THE COLLEGE** Award in my college because of my best performance in **Extra Curricular Activities**.
- Because of my **Hard-Working Personality**, I got many prizes in Competition of Dancing, Cricket, Chess, Singing, Talent show, Skit, etc. in my School and College.
- I got the Opportunities to become a part of **Judges** and Awarded for Judging the Competition of **Inter College Dance Competition** in **NIT Raipur**.

PERSONAL INFORMATION

Name:	Pushkar Das
Father Name:	Mr. Krishna Kumar Das
Mother Name:	Mrs. Pushpa Das
Date of Birth:	14-08-1991
Contact No:	8878848866, 8770636791
Address:	LIG-97, Janta Colony, Gudhiyari, Raipur (CG)
Marital Status:	Single
Nationality:	Indian
Languages:	Hindi, English and Chhattisgarhi

DECLARATION

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

PLACE: Raipur(CG)

[Pushkar Das]

DATE: