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| SANJAY PANDEY  ***E-Mail:***  *Snjypandey@gmail.com*  ***Contact No.:***  *Phone: +91-9039411185 (mob.)*    ***Address(Permanent)***  **Sukh-Dham, H.NO- 3/50, Behind U.B.I Padra, Rewa, (M.P.).**  ***Personal Data:***  *Date of Birth : 04 Feb 1989*  *Gender : Male* Marital Status : Married *Nationality : Indian*    . | Objective  To excel in my area of activity by taking up challenging assignments at the workplace and enhance skills by maintaining a leading attitude, contribute to growth of organization by putting to use my skills, experience and knowledge acquired over time.  Job Profile  **Presently Working** as **Ass. Manager in Sine Wave (Rewa) Electronics Pvt. Ltd., Rewa**  My Job responsibilities includes :-   * supervising daily operations of organization. * Address operational issues and concerns in a timely fashion. * Supervise operations team to ensure operational excellence and excellent customer services. * Develop and maintain operational guidelines for staffs.   Determine staffing requirements, work assignment and schedules for new projects & Oversee operational cost, risk and audit activities.   * Working as audit member to handle all inspection & audits by preparing presentations & meeting with auditors from various companies even for ISO, OHSAS & Six Sigma audit from CGL Ltd, PGCIL. * Initially worked as Dispatch Officer. * Updating, Firing Queries, Modifying Database as per requirements.   Educational Qualification  **Professional Qualifications**:  **Completed Master Of Computer Application in Thakral College Of Technology, Patel Nager Raisen Road, Bhopal, (M.P.).**  **Academic Qualifications:**      **M.C.A.**   |  |  | | --- | --- | | **Year of passing** | 2013 | | **University** | **R.G.P.V University, Bhopal** | | **Division** | First (69.99%) |   **B.C.A.**   |  |  | | --- | --- | | **Year of passing** | 2010 | | **University** | **P.T.U University,**  **Jalandhar** | | **Division** | First (69.99%) |     **INTERMEDIATE (XIIth):**   |  |  | | --- | --- | | **Year of passing** | 2006 | | **Board** | **M.P Board, Bhopal** | | **Division** | Second (56.3%) |     **High School (Xth):**   |  |  | | --- | --- | | **Year of passing** | 2004 | | **Board** | **M.P Board, Bhopal** | | **Division** | Second (56%) | |

**WORK EXPERIENCE:**

**One Year ”** Experience as **“ Ass Manager.”** with **M/s Sine Wave (Rewa) Electronics Pvt. Ltd. [**Manufacturing company of the Transformer Components**]** at Industrial Area, Chorahata, Rewa.

**Professional Qualifications**:

* Data Structure
* C, C++,Java
* SQL Database
* ERP Software
* Good Knowledge of Internet

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| Extra Curricular Activities   * Playing Cricket     **PROJECTS :**     * Major Project :-“Online Examination” From B.C.A . * Major Project :-“ Multi Banking Transaction Syestem” from M.C.A..   **Expected Salary**  ***To be Discussed.***    Declaration  I hereby declare that all the information’s stated in this CV are true to the best of my knowledge and belief till date. Also understand that any discrepancy found, in any of the above statement; will render me liable for cancellation of candidature/ debarment/ Appointment at any stage. | |
| **Date :** | **(Sanjay Pandey)** |
| **Place : Rewa** |
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