

CURRICULUM **VITAE**

Krishna Kumar Pan

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ABOUT ME

I am a voracious learner, keen to learn new things. I have good communication and presentation skills. I can gear up easily and adjust to different situations which can prove beneficial at times. I am a hardworking and ambitious individual with a great passion for the work. I am seeking a Job in which I can put into practice my knowledge and experience, ultimately benefiting the operations of the organisation that I work for. I have 1.8 years of experience as Customer Service Representative. I want to obtain a challenging career with a growing company that will let me showcase the skills and knowledge that I have gained through my experience and education and encourage me to acquire new skills and knowledge.

CAREER OBJECTIVES

To work for an organization wherein hard work is recognized and to gain professional to secure a challenging position in an organization to expand my learning's, knowledge, skills, ensuring personal and organizational growth simultaneously. Organisation provides an open environment with many opportunities for continuous growth. Operational knowledge if preparing SOPs, development reports and supporting documentation.

CERTIFICATE

- Certificate course in Tally & Computer Fundamentals.

ACADEMIC QUALIFICATION

Course	Year of passing	Stream	Institution	University/Board	Marks (%)
B.com(H)	2018	Commerce	Bhawanipur Education Society College	Calcutta University	51.8%
Class XII	2014	Commerce	Oxford Public School, Ranchi	CBSE	60 %
Class X	2012	-	Bishops School, Ranchi	ICSE	60%

WORK EXPERIENCE

- Worked as a Customer Care Executive at Concentrix, Kolkata for 1 year 8 months.

ACHIEVEMENTS

- Had served the school as 'Discipline Prefect' in Class 12.
- Participated in Drama & Cricket tournament at school level.
- Blue Belt in Karate.

SKILLS

Critical Thinker, Decision-Maker, and Problem Solver, Fast Learner, Production Procedures, Hard Working and Self-Motivated, Ability To Organize, Prioritize and Work Under Extreme Work

Pressure, Heavy Work Load, and Deadlines, Basic Computer, and Visual Communication Principles.

LANGUAGES KNOWN

LANGUAGES	ORAL	WRITTEN
ENGLISH	YES	YES
HINDI	YES	YES
ODIYA	YES	NO

HOBBIES AND INTERESTS:

- Games.
- Music.
- Travelling.
- Cricket.

PERSONAL DETAILS

- Name : Krishna Kumar Pan
- Father's Name : Late Shri Budh Ram Pan
- Date of Birth : 11th June, 1994
- Languages known : English, Hindi, Oriya, Bengali.
- Permanent Address : New Colony Nimdih, Chaibasa, Jharkhand-833201.