

RESUME

PRADEEP KUMAR

Mob: 8920963100

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ADDRESS

B14 Gali No.1 Rajveer Colony

Kondli New Delhi-110096

Objective

To associate myself with an organization that provides me an opportunity to show my skill, improve my knowledge and to be part of the team that works dynamically towards the growth of the organization.

Working Experience

- 5 Year work Experience with **UPDATER SERVICES PVT.LTD.BY DEPLOYED FOR FLSMIDTH PVT.LTD. (Gurgaon)** As a office Executive, 21st January 2014 to 30th April 2020.
- 7 months work Experience with ISS Services Pvt. Ltd. By Deployed For Flsmidth Pvt. Ltd. (Gurgaon) As a office Executive, 2nd May to 2nd December 2020.
- 6 months work experience with **TECH MAHINDRA LIMITED.** As a back office associate, 12th October 2021 to march 2022.

Job Profile

- **Office Executive & Document Management**

Educational profile

- **12th Passed From Up Board**
- **B.A. Passed From Agra University**
- **Six Month Basic Computer Course**
- **Course on computer concepts (BY NIELIT)**
- **Knowledge Also Acrobat Professional And Auto Cad And ERP.**

Personal Profile

Father Name : SH. Ram Kumar

Date of Birth : 08th APRIL 1991

Sex : Male

Nationality : Indian

Permanent Address : Ho.No.-55, Mehua Hasan Gunj

**Tehsil-Gunnaur, District (Sambhal)
Uttar Pradesh. 202523**

Marital Status : Married

**Hobbies : Read The Books And Watch News,
Hollywood movies**

**Languages : Hindi-Read Write And Speak
English- Read And Write**

Dated :-

Palace : (Pradeep Kumar)