



AMIT KUMAR PANDEY

HR EXECUTIVE



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Goraiya, Dist. Satna MP -
485112



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Amit_Pandey

PROFILE

Seeking career in HR Management. i am self confidence but not over confidence. accepting chalnges.Always ready for new journey. like to playing cricket, reading books and writing. Traveling and food lover.

SKILLS

Recruitment



Staff handling



Creativity



Manage work environment



WORK EXPERIENCE

COMPUTER OPERATOR

Nov 2013- Feb.2016

Anil Medical Agency, Satna , MP

- Payment and Billing.
- Stock management

COMPUTER OPERATOR

Feb 2016-Oct 2019

Doordarshan Maintenance center Ratlam, MP

- Letter drafting and reply of calls and mails
- helping to account and admin section
- PA work of Head of Office

HR MANAGER

Nov. 2019- June 2021

GSP Infoservices Satna, MP

- Recruitmen of telecallers and provide the work
- allot the target and complete with employees.
- Staff handling.
- Payment and leave maintaining
- Employees data maintaining.

HR EXECUTIVE

15th Jan. 2022 - now

Versatile Prime Infosoft Pvt. Ltd. Bhilwara, Rajasthan

- Recruitmen Staff.
- Assistant of HR Manager
- Staff management
- time management

EDUCATION HISTORY

Master of Science

July 2015 - June 2016

(Computer Science)

Kalinga University Raipur CG

- Post Graduated in Computer Science.
- It was literal entry because i have BCA

Bachelors' in Computer Application

July 2010 - June 2013

Maharishi Mahesh Yogi Vedic University Jabalpur MP

- In BCA, i have learned about MS Office
- I have learned C, C++, Java, VB6.0, VB.Net in computer languages
- it was completed from Shri Computer & IT Satna which was afiliated by MMYVV

Hr. Secondary School certicate

July 2008-Feb. 2010

Government Higher Secondary School Goraiya, Dist. Satna, MP