

Resume

CHANDAN

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Objective

Seeking an responsible post with growing oppourtunities in a reputeded Organization where I can utilize my skills.

Career Summary

- An innovative and unique thinker with excellent managing skills possesses.
- Excellent capability of managing the operations of the Organization..
- In depth knowledge of each job and supervising each department.
- Expertise in providing the best solution to the organization which give a new direction of development.
- Proficient in executing the programs using the limited resources.

Personal Qualities

- Exceptional motivational and leadership skills.
- Excellent communication skills in written and verbal both.
- Remarkable patience with reliability and responsibility.
- Ability to make a strong and healthy relation among the employees.

Key Responsibilities Handled

- Manage the plan and new schemes which are being introduced by the Organization.
- Responsible for supervising the each department.
- Make work plan to ensure the quality services.
- Insure the satisfaction of customers.

- Handle all the other responsibilities related to the job.

EMPLOYERS

- Started career as a Computer trainer in Sidharth Bhudha seva sadan at Lalganj (Vaishali) from 2nd Jan 2019 to 30 May 2019.
 - Worked with New Anand Classes as an Accountant from June 2019 to Dec 2019 at Hajipur.

Computer Knowledge

- Excellent in use of computer.
- Proficient in using MS-Office **specially Excel and word.**
- Basic knowledge of Tally ERP9.
- Basic knowledge of using MS-Paint.
- Basic Knowledge of DTP.
- Basic Knowledge of C,C++,JAVA,HTML,PYTHON.
- Proficient in using Internet, Outlook, Gmail, etc.

Education

- High School passed from BSEB, patna in year 2013 with 52.6%
- I. Sc. Passed from BSEB, patna in year 2015 with 61.8
- B.C.A Passed from IGNOU,patna in Year 2015- 2018 with 61%
- M.C.A appearing from IGNOU patna (2021-2023)

Technical Skills

- Basic knowledge of using **Fiancle.**
- Proficient in using MS-Office specially Excel and word.
- Sound knowledge of working with ERP systems.
- Very well versed with using internet and new technologies.

Personal Skills

- Hard working.
- Disciplined.
- Initiator.
- Good logical skills.

Achievements and Awards

- Every Months 100% Achievements the target with quality business.

Hobbies

- Reading Books.
- Listening Music.
- Playing Cricket.

Personal Details

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|-------------------|---|---------------------------|
| • Date of Birth | : | 2 nd Jan. 1999 |
| • Languages known | : | English and Hindi. |
| • Village | : | Basudeopur Chaputa |
| • Post office | : | Rajauli |
| • Police Station | : | Hajipur sadar |
| • District | : | Vaishali |
| • State | : | Bihar |
| • Pin Code | : | 844102 |

Date:

Place:

Signature