

CURRICULUM VITAE

PANKAJ KUMAR

Vill-Kotwa Ticampar, Bihar Bujurg

Dist- Kushinagar, U.P-274401

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CAREER OBJECTIVE:

A Challenging growth oriente deposition in a progressive company, where my skills are utilized to improve operation and to contribute to organization success.

EDUCATIONAL QUALIFICATION:

- ✓ 10th Passed From **UP**Board.
- ✓ 12th Passed From **UP**Board.
- ✓ B.A Passed from DDU University Gorakhpur.
- ✓ 3 Years Diploma Passed from Computer Science & Engg.
- ✓ CCC Passed From **NIELIT**.
- ✓ 6 Months Diploma in Computer Application.
- ✓ 2 Years Passed Basic Training Certificate.

TECHNICAL KNOWLEDGE

- ✓ Basic Knowledge of Computer(MS-Word, Excel, C&C++ , Internet,
- ✓ Window Installation, Printer Installation, & Networking.
- ✓ Knowledge of Computer Hardware Troubleshooting of Internet, Windows (Operating System) Installation, Driver Installation and LAN/WAN Networking.
- ✓ Knowledge of ERP software

ADDITIONAL DETAILS:

- ✓ Desire to learn more and increase competencies.
- ✓ Ready to accept challenges at my level, in positive and proactive manner.

EXPERIENCE:

- ✓ 2 Years Experience in **Shubham Computer The Complete Solution of Hardware & Networking** Sahibabad UP

✓ 2 Years Experience in **ERA INFRA ENGINEERING LTD**”.

DMRC PROJECT: Design and Construction of Tunnel by shield TBM and Lal-Quila & Kashmiri Gate Stations by Cut & Cover Method between Jama Masjid and Kashmiri Gate for Underground works for Phase-3 of Delhi MRTS Project

Job Profile:

IT Management: MS-Word, Excel, Internet, Window Installation, Printer Installation, & Networking E.T.C.

- ✓ 2 Years Experience in **ARC Limited** as a **System Supervisor**.
- ✓ 6 Months Experience in **AGSCL** as a **IT Executive**.
- ✓ Present Time I have been working at **JR METAL CHENNAI LTD** as a **BILLING Executive**.

ASSETS/STRENGTH:

- ✓ Good communication.
- ✓ Good negotiation skills.
- ✓ To control daily fixed activities of subordinate staff.

RESPONSIBILITY:

- ✓ Loading Operating System & troubleshooting.
- ✓ Printer Installation & troubleshooting.
- ✓ Software like MS-office, Excel, etc. installation.
- ✓ LAN networking troubleshooting & Installation

PERSONAL DETAILS:

Father's Name	:	Mr. Rajdeo
Date of Birth	:	06-01-1996
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married
Language Known	:	Hindi & English

DECLARATION:

I hereby declare that all the above particulars are true and correct to the best of my knowledge

Date.....

Place.....

(PANKAJ KUMAR)