

CURRICULUM—VITAE

Permanent Address:-

PRADEEP KUMAR

Village & Post-Pokhra,

District – Barabanki (UP)

Mobile—7390029224

Home—6307457822

Email ID:-kumarpradeeppokhra73900@gmail.com

CARREROBJECTIVE:-

- To BePart of GrowingOrganizationWhereMySkillsAnd Abilities CanBeUtilized.
- GoodCommunicationSkills,QuickLearnerAndPositive,TargetAchiever,WorkInaDisciplinedManner.
- Abilities InDoingBeariousTasksAtWithAGenuineInterestInPersonalAnd Professional Development.

EDUCATIONQUALIFICATION:-

10th from U.P. BOARD Allahabad

12th from U.P. BOARD Allahabad

Graduation (B.Sc)Ag. From Faizabad University

ComputerSkills

- MSOffice,MSExcel
- CourseOnComputerConcepts (CCC)
- EnglishTyping

JOB PROFILE:-

HR assistant has a variety of responsibilities based on their organization,but in general, they support the human resources operations and procedures by administering tests, scheduling appointments and leading orientation for new employees.

EXPERIENCE :-

- | | |
|-----------------|--|
| A) Company Name | :- BRIJ GOPAL CONSTRUCTION COMPANY PVT LTD |
| Position held | :-Assistant HR |
| Period | :-July 2022 to Till Date |
| Client | :- Jal Jiwan Mission, |
| Location | :-Jalaun, U.P |
| Project Name | :- State Water and Sanitary Mission |
| Project Cost | :- 1500 Crore |
| | |
| B) Company Name | :- Election Commission Of India |
| Position held | :- Computer operator |
| Period | :- April 2019 to May 2022 |
| Client | :- Tehsil |
| Location | :-Haidergarh,Barabanki |

C) :- 03Year Experience in Under Work for Lekhpal as a Assistant.

PERSONAL DETAILS:-

A) Name :-Pradeep Kumar
B) Father's Name :- Sh. Ram Sajeewan
C) Date of Birth :- 05 Febuary 1996
D) Gender :- Male
E) MaritalStatus :- Married
F) Nationality :- Indian
G) Religion :- Hindu

STRENGTH- :-Punctual,HardWorking, Dedicated forwork.
:-PositiveAttitudetowardswork&optimistic.
:-Learningnewthingsquickly.
:-Sincerityand honesty.

LanguagesKnown- :-Hindi&English

Strength Self confident, Crazy for Learning more and more, Hard working& Sincere.

Date :_____

Place :_____

**Truly Yours
Pradeep Kumar**

