

Site

Ref. S.C. Pandey

(SPM)

Executive - Material.

RESUME

Name : Chanki Pandey

E-mail :- chankyyash.pandey@gmail.com

Mobile : +91 9936333134, +91 8009889437

Carrier Objective:

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Work Experience:

Silicon Water Solution Pvt. Ltd. (Office Assistant 2015.)

An Office Assistant responsibility is to provide ongoing operational and administrative support to an office. Their job is an important one as they manage a lot of things inside a workplace including, filling, inventory, stocks and even the telephones calls at time.

AREA OF STRENGTH:

Leadership Quality, Team worker, Innovative and Creative, Self- Motivated, Analytical, Good communication & Interpersonal skills, Curious to learn and Result oriented.

Academic Qualification:

- Pursuing O.Level from Nielit Institute Delhi.
- B.Sc. 56.86% from C.S.J.M. Kanpur University 2017.
- Intermediate with aggregate 59.6% S.B.S. Inter Collage from U.P. Board, Allahabad in 2014.
- High school with aggregate 75.66% S.B.S. Inter Collage form U.P. Board, Allahabad in 2012.

Computer Proficiency:

- Operating Systems: Windows, Linux.
- Languages: Basic and Core Java.
- Web Technologies: HTML5(Complete), CSS3, PHP, Bootstrap, JavaScript(Running)
- Tools: MS Office, Tally.
- Graphics: Adobe Photoshop.

Project Undertaken:

Academic

- E-Commerce website in: HTML5, CSS3, PHP (Working....)

PERSONAL-DETAILS:

- Date of Birth: 01/FEB/1998
- Nationality: Indian
- Language Known: Hindi, English
- Gender: Male

DECLARATION:

I hereby certify that the particulars given by herein are true to the best of my knowledge and belief.

PLACE:

Date: - -20

(Signature)
ChankiPandey

Recommended to CPM Sir



HP/Ste A/10
Math. Section
Executive with
A - 12
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