# CURRICULAM VITAE

**PARDEEP KUMAR**

H. NO C-60

ARYA SAMAJ ROAD

UTTAM NAGAR

NEW DELHI-110059

MOBILE NO. **09911424631**

**Email : pardeepk1980@gmail.com**

**CAREER OBJECTIVE:**

To work with an organization that will utilize my management supervisory and administrative skills for mutual growth and success

**ACADEMIC QUALIFICATIONS:**

* + B.Com (Pass) from Delhi University in the year 2003.
  + PGDM (Hrd) from IIMM, Pune

**WORK EXPERIENCES:**

Presently Working as Sr.Assistant in PACL LIMITED since 2003.

**JOB RESPONSIBILITIES:**

* Preparation and maintaining of reports and records of office inventory.
* Documentation, Updating data’s screening of agreements and full and final cases relating to sale and purchase of land.
* To maintain all Maturity related files i.e. Circulars, Induction, and Check List etc.
* Provide clerical and secretarial support to staff and management
* To maintain daily cases dairy including case files.
* Correspondence with Branch Managers regarding discrepancies if any, to rectify the defects/observation in Legal documents.
* Co-ordinating with clients about their case status.
* Count….2

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**SKILLS:**

* Office Management
* Administrative Support
* Report writing
* Teamwork

**PROFESSIONAL QUALIFICATION:**

Diploma in Basic computer application

Possess good typing speed in English @ 40 wpm.

**PERSONAL DETAILS:**

Father’s Name : Sh. Mool chand

Date of Birth : 1st Dec, 1980

Marital Status : Married

Gender : Male

Nationality : Indian

Religion : Hindu

Languages Known : Hindi & English

Hobbies : surfing net & traveling

**DECLARATION:**

I hereby declare that all the given information is true to the best of my knowledge and belief.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ (PARDEEP KUMAR)**

**Place: \_\_\_\_\_\_\_\_\_\_\_\_**

To,

The consultant (HR)

**SUB: APPLICATION FOR THE POST FOR ADMN/HR/SECRETARIAL.**

Resp Sir,

With reference to the above stated subject sir, I had applied you for the post in Off Executive/data entry optr. I was worked in PACL Ltd as a Sr. Asst. due to company disputes I want to change my job. Sir, if there is any job related to admn & backend respectively. Please contact me. I am very thankful to you.

Thanking You

Yours faithfully

Pardeep Kumar