

Resume

NAME- KUNDAN PANDEY

Mob No: 07004793472

Email: kundanp29@gmail.com

OBJECTIVE

- Performance through hardworking, honesty & responsibility is my main motive; to handle & perform well in every situation and circumstances is one of my best qualities, accepting challenging position in an organization that can lead to overall development of an individual in true sense where skills are given great experience

ACADEMIC QUALIFICATION

Examination Pass	Bord/University	Subject	Year	Percentage
Matriculation	JAC Ranchi		2006	58.4%
Intermediate	JAC Ranchi	Science	2008	64%
B.A	SKM University Dumka	Economic	2014	61.75%
D.el.ed	J S University Shikohabad		2018	72%

PROFESSIONAL QUALIFICATION

Examination Pass	Bord/University	Subject	Year	Percentage
BCA	IGNOU	Computer Science	2013	59%
MCA	IGNOU	Computer Science	2015	62.12%

HIGHLIGHTS

- Operating system known : Windows-XP,7,8 ,8.1& 10
- Packages known : Ms-Office , Adobe Photoshop etc..
- Internet and hardware networking.

EXPRIENCE DETAILS

Designation : DEO (Data Entry Opertar)
Society : JSLPS (Jharkhand State Livelihood Promotion Society)
Location : BMMU Ramgarh Dumka (Jharkhand)
Duration : 1Year (12/12/2018 to 12/12/2019)

RESPONSIBILITIES

- Mis entry and SHG (self help group) support etc..

LANGUAGE SKILLS

- Speak : English, Hindi,
- Read / Write : English, Hindi

PERSONAL DETAILS

- **Date of Birth** : 09.12.1990
- **Father's Name** : Suresh Pandey
- **Marital Status** : Married
- **Hobby** : Meeting people and learn new things
- **Aim** : A successful person in future
- **Present Address** : AT+PO+PS-Ramgarh,Dist-Dumka,Jharkhand 814102
- **Permanent Address** : AT+PO+PS-Ramgarh,Dist-Dumka,Jharkhand 814102

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