

Curriculum Vitae

Neeraj Pal
S/o Sh. Tara Chand
H.No. BXIV/ 301, HARI NAGAR,
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NEERAJ PAL

JOB OBJECTIVE

To seek a challenging environment in an organization and risk through dedication, hard work sincerity and discipline by following the various standard set by the organization to achieve the goal set.

EDUCATION QUALIFICATION

- Passed Matriculation in March 2001 from P.S.E.B (55.53%)
- + 2 Passed in March 2003 from P.S.E.B.(61.33%)
- Graduation in Sept. 2006 from Punjabi University Patiala. (55.50%).
- MBA (HR) from Sikkim Manipal University.
- 06 Months Computer Basic Diploma Course.

Working Experience

- One year 04 Months Experience in HDFC Bank as a Branch Coex .
- One year 05 Months Experience in Varun Agencies as a Computer Operator.
- Worked as a Administrative Officer cum Clerk in Malwa College of Nursing Mehal Kalan. (From 01 Jan. 2010 to 31 May 2011)
- Working as a Clerk in G.H.G Khalsa College Gurusar Sadhar. (From 20 July 2011)

- Working as Translator (English to Punjab/Hindi) from Last 1 Year and 6 Months (Part Time)

Cad Tools

- Knowledge of Computer Basics.(MS- Word, Office, Excel, Power point, Internet)

Language Known

- Can Speak, Write & Read English, Hindi & Punjabi.

Responsibilities

- All official work (regarding files, despatching, computer general typing work, dealing, Letter Reverting, Scholarship forms, Regular Certificate, Character Certificate & Admission forms.)

PERSONAL DETAILS

Name : Mr. Neeraj Pal

Father's Name : Sh. Tara Chand

Date of Birth : 20th Dec. 1984

Languages Known : English,Hindi,Punjabi

Nationality : Indian

Marital Status : Married

I hereby declare that the above information is best as per my knowledge. If I am given a chance to serve, I shall do my work very sincerely and to your entire satisfaction.

Date:

Place:

(Neeraj Pal)