

**Pankaj Kumar**

Bihar, Patna

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## Summary

Achieve the goal of the organization with complete dedication, Hard Work, Professionalism, Discipline and team work with time management skill during the working Session.

## Education Details

DEGREE	PERCENTAGE	PASSING YEAR
SSC	59%	2000
HSC	49%	1998
Graduation	79%	2004

## Preferred Location

Patna

## Experience

- Company Name:** Shri Op Bansal Trust. **Designation :** IT- Trainer  
**Skills :** Interpersonal Skills., Problem Solving., Public Speaking., Teamwork Skills., Communication., Collaboration., Social Media, Decision Making., Documentation, Presentation, Brand, Presentations, Training, Information Technology  
**Period** 2021-11-01 to 2023-11-01  
**Total Experience :** 1.0
- Company Name:** HIndustan Latex Family Planning Promotion Trust **Designation :** DDEO - Trainer  
**Skills :** Interpersonal Skills., Critical Thinking., Problem Solving., Customer Service Skills., Teamwork Skills., Communication., Collaboration., Active Listening., Social Media, Adaptability., Negotiation., Decision Making., Leadership skills., operations, technical, Documentation, Presentation, Brand, Presentations, Business Development, Consulting, Human Resources, Procurement, Training, Information Technology, **Total Experience :** 3.0

Purchasing, Billing, Documenting,  
Counseling

**Period** 2018-01-29 to 2021-03-31

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**3. Company Name:** Sita Infra & Services Pvt. Ltd.

**Designation :** IT-Trainer

**Skills :** Creativity, Interpersonal Skills.,  
Critical Thinking., Problem Solving.,  
Public Speaking., Customer  
Service Skills., Teamwork Skills.,  
Communication., Collaboration.,  
Social Media, Adaptability.,  
Negotiation., Customer Service.,  
Decision Making., Management.,  
Leadership skills., operations,  
Documentation, Presentation,  
Brand, Presentations, Business  
Development, Training, Information  
Technology, Billing, Windows,  
Counseling, Computer  
Applications, Data Entry, Data  
Entry, Employee Relations

**Total  
Experience :** 1.0

**Period** 2017-03-15 to 2018-01-30

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**4. Company Name:** STS Computer & Educational Trust

**Designation :** IT- Trainer

**Skills :** Creativity, Interpersonal Skills.,  
Problem Solving., Public Speaking.,  
Customer Service Skills.,  
Teamwork Skills., Communication.,  
Social Media, Adaptability.,  
Negotiation., Empathy., Customer  
Service., Decision Making.,  
Leadership skills., operations,  
Reporting, Customer Service,  
Documentation, Presentation,  
Presentations, Procurement,  
Training, Information Technology,  
Lean, Counseling

**Total  
Experience :** 4.0

**Period** 2013-01-07 to 2017-03-31

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**5. Company Name:** Parasnath Kushwaha Collage

**Designation :** Senior Computer Trainer

**Skills :** Creativity, Interpersonal Skills.,  
Communication., Collaboration.,  
Social Media, Adaptability.,  
Negotiation., operations, Customer  
Service, Documentation,  
Presentation, Presentations,  
Business Development, Consulting,  
Contracts, Human Resources,  
Procurement, Continuous  
Improvement, Training, Information  
Technology

**Total  
Experience :** 0.0

**Period**

2012-03-01 to 2012-09-30

## Additional Details

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<b>Course Name:</b>	ADCA
<b>Duration:</b>	12
<b>Language:</b>	English
<b>Proficiency:</b>	Excellent

## Personal Details

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<b>Name:</b>	Pankaj Kumar
<b>DOB :</b>	1983-01-08
<b>Marital Status:</b>	MARRIED
<b>Gender :</b>	MALE
<b>Phy Challenged :</b>	No
<b>Current Address:</b>	Place: Badi khagaul, Dist: Patna, , Patna, Bihar, India

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