


# PANKAJ KUMAR



➤ Badi Khagaul(Devi Asthan), Post: Khagaul  [pankajicmkg@gmail.com](mailto:pankajicmkg@gmail.com)

 **8757877073**

Patna, Bihar, 801105(IN)

## PROFESSIONAL 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.

## EMPLOYMENT HISTORY

➤ **Nov. 2021 – Present, Patna, Bihar. IT-Trainer, Shri OP Bansal Trust.**

Working as a Senior IT Trainer and Counselor from 1/11/2021 to till now in **DDU-GKY (Domestic Data Entry Operator)** Candidates whose are belongs To Saharsa, Supual and Madhepura District Bihar. Here I also support in mobilization for above mention Districts to awareness the candidates regarding this Project Theme and Goals.

➤ **Mar.2018- Mar.2021, Patna Bihar.**

**Consultant DEO Trainer, Hindustan Latex Family Planning & Promotion Trust.**

Worked as Consultant DEO Trainer under Bihar Skill Development Program in Ideal Central Jail Beur, Patna to the course Domestic Data Entry for Prisoners learning Program for rehabilitation and mainstream to society from 29/01/2018 to 31/03/2021.

➤ **Mar.2017 – Jan.2018, Patna, Bihar. IT-Trainer, Sita Infra & Services Pvt Ltd.**

Worked as an IT-Trainer under Bihar Skill Development Program for Domestic Data Entry Operator Course in Mahanar Vaishali District. I also participate in candidate's awareness Program to the Project.

➤ **Jan.2013-Mar.2017, Patna, Bihar. IT-Trainer, STS Computer & Educational Trust.**

Worked as an IT Trainer In STS Computer & Educational Trust for the Paid Courses of this organization like ADCA (Advance Diploma In Computer Application), DCA, DIT (Diploma in Information Technology, DCHT (Diploma in Hardware Technology) and many more.

➤ **Mar.2012-Sep2012, Achhua, Paliganj, Patna, Bihar. Computer Trainer, Parasnath Kushwaha Collage.**

Here worked as a Senior Computer Trainer for all Teaching and operational staff for Improving the quality and efficiency to getting new technology regarding in them works.

➤ **Mar.2004-Apr.2012, Khagaul, Patna, Bihar. Managing Director, Infos Computer Media.**

This was my Own Computer Training Center all the activity regarding paid courses run and managed by me with our entire team all members in our team are highly qualified computer & Information Technology Professional.

## EDUCATION & OTHER CERTIFICATION

➤ **20 Dec. 2021**

ESOP Certification for Operation Professional Level from NIRDPR. (National Institute of Rural Development an Panchayati Raj)

➤ **Mar. 2018**

Training of Trainer Program DDEO & CRM Voice from IT-ITeS NASSCOM.

➤ **Jul.2017**

Participating Certificate in Professional Development Plan, Adult Learning Theories, Training Methodology, Time Optimization Skills, Feedback Techniques, Handling Trainees and Assessment Tools from Navjyoti Noida.

➤ **Mar.2013**

ADCA (Advance Diploma In Computer Application) From Bhartiya Computer Saksharta Mission Patna, Bihar.

➤ **Apr.2004**

Bachelor of Science in Information Technology from Sikkim Manipal University.

➤ **Apr.2000**

Completed 12<sup>th</sup> from Bihar Intermediate Education Council, Patna, Bihar.

➤ **Apr.1998**

Completed High school 10<sup>th</sup> from Eastern Railway Boys High School, Patna, Bihar.

## PERSONAL DETAILS

Father's Name : - Late Bharat Pd Singh.

Date of Birth : - 08/01/1983.

Sex : - Male

Nationality : - Indian

Marital Status : - Married

Language Known : - Hindi & English

Place :

**Signature**

**Pankaj Kumar.**

Date :