

CURRICULUMVITAE

VINAYKUMARPANDEY

G-106/2, GreaterPallavpuramPhase-2,
NearMellangeMall, Roorkee Road, Meerut

Contact No:-7830638158, 9027823490

State :- Uttar Pradesh

PinCode :- 250110



1. Carrier Objective:

To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization. Looking for opportunities to incorporate my skills and training to help the company grow.

2. Educational Background:-

Serial No	Degree	Board	Passing Year	Division
1.	High School	UP Board	1999	2 nd
2.	Intermediate	UP Board	2003	3 rd
3.	B.C.A.	CCS University	2006	2 nd
4.	P.G.D.C.A.	MDU Rohtak,Haryana	2009	1 st

3. Working Experience:-

- **Documentation Process:-** Experience of five years from (June2010-June2014) as Data Entry Operator in Uninor (Sigma Outsourcing pvt ltd) University Road Tej Garhi, Meerut.
- **Domestic BPO Process:-** Experience of two years (September2015-Sept.2017) as Customer Care Executive Officer in Airtel Cogent E-Services Pvt.Ltd.1/1, Apex Tower Mangal Pandey Nagar CCS University Road Meerut.

• **Backend Process** :-

- ❖ Experience of five years (01stOct.2011 - 31stOct2015) as Computer Operator Solution Point Chauhan Market, Pallavpuram Phase-II, Modipuram, Meerut.
- ❖ Experience of one years (01stNov.2015 - 31stDec 2016) as office executive in IHM, Daurala Campus, Meerut.
- ❖ Experience of Five years (27thJuly, 2017 – 16March 2021) as Computer Operator from in Regional Office, UP Pollution Control Board, Meerut.
- ❖ Experience of three years (27thJuly, 2021– 06 September 2024) as Computer Operator from in Regional Office, UP Pollution Control Board, Saharanpur.

4. **Basic Knowledge:-**

- Knowledge of internet and basic computer (**MS–Word & MS PowerPoint**).
- Knowledge of printing, scanning, attaching the file, letter drafting, resume writing, project based work etc.

5. Strengths:- Polite and Calmness,Loyalty,Punctuality

6. Hobbies:- Photography, Reading, Educating Slum Children

7. Personal Details:-

Father's Name :- Late Shri Birendra Pandey

Date of Birth :- 01-02-1984

Marital Status :- Married

Language :- English and Hindi

Gender :- Male

Nationality :- Indian

(Vinay KumarPandey)

Date:-

Place:-