

PARDEEP KUMAR

Address: Rajiv Nagar, St. No. 4, Abohar, Dist. Fazilka, Punjab - 152116

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CAREER OBJECTIVE

Dedicated and hardworking professional with over 6 years of experience in Computer Operations, Retail, and Logistics. Looking for a suitable job opportunity where I can utilize my skills and experience for company growth.

WORK EXPERIENCE

Reliance Trends

Role: Salesman, Cashier & BOH Executive | Duration: 3 Years

- Handled customer billing and efficiently managed retail cash counters.
- Assisted customers on the shop floor to improve their shopping experience.
- Looked after stock management and inventory tracking in the back office (BOH).

Manglam Traders

Role: Computer Operator | Duration: 2 Years

- Managed daily data entry work and accurately updated business logs.
- Maintained complete business records and prepared Excel spreadsheets and reports.

XpressBees Logistics

Role: Delivery Executive | Duration: 1 Year

- Ensured safe and timely delivery of e-commerce parcels to customers.
- Handled Cash-on-Delivery (COD) payments and reconciled daily collection sheets.
- Maintained professional and polite customer relations during field operations.

EDUCATION

- **12th Class** - Punjab School Education Board (PSEB) | Year: 2014 | Marks: 70%
- **10th Class** - Punjab School Education Board (PSEB) | Year: 2009 | Marks: 46%

COMPUTER SKILLS

- Basic Computer Applications Course
- Microsoft Excel (Data Entry, Formulas & Sheets Management)
- MS Office (Word, PowerPoint)

HOBBIES & INTERESTS

- Playing Cricket
- Reading History Books

- Listening to Music

PERSONAL DETAILS

Father's Name: Sh. Rajinder Kumar
Mother's Name: Smt. Neelam Devi
Date of Birth: 05-01-1995
Marital Status: Married
Nationality: Indian
Languages Known: Punjabi, Hindi, English

DECLARATION

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

Date: _____

Place: Abohar

(Pardeep Kumar)