

# PARDEEP KUMAR

**Address:** Flat No140 1stlor Karachi Center Newton Near PIB Colony Karachi

**Email:** [pardeepkella51@gmail.com](mailto:pardeepkella51@gmail.com)

**Cell:** +923362916452,03413563002

## OBJECTIVE:

I am seeking for the opportunity of administration in business that utilizes my managerial knowledge communication and professional skills for the benefits of company. I would like to contribute in the development of organization with my skill and knowledge.

## QUALIFICATION:

<b>MBA (HR)</b> (Master of Business Administration) University of Sindh		2018-Contiune
<b>B.COM</b> (Bachelor of Commerce) University Of Sindh	2 <sup>nd</sup> Division	2015-2017
<b>Intermediate</b> (BISE Mirpurkhas)	"B"	2012-2014

## Trainings &Certificate:

- Internship 1month 2 Week as a HR Assistant In Fateh Textile Mill Hyderabad
- Internship 1month 2week admin assistant in Fateh Textile Mill Hyderabad
- Six days training in Pakistan Red Crescent society
- Fifteen days internship in Rotaract club of Jamshoro
- Two days leadership management workshop.
- Two-month Google digital garage
- One-month National Financial literacy course
- Three Days Workshop management information system
- Six-month computer info tech Institute Mithi

## COMPUTER SKILLS:

- Windows 7, 8, And 2010 Micro Soft Office Excel And Power Point
- Have Participated I Work Shop,Seminer And Conferences Regarding Managerial HRM and Accountancy

## PERSONAL PROFILE:

**Father Name:** Yudhister

**Date of Birth:** January 4, 1997

**CNIC NO:** 44301-0589747-3

## **Cover letter**

Respected sir/madam

This letter is to express my interest in applying for vacancies at your organization. I believe my education have prepared me to handle responsibilities' and duties on a professional basis.

I am a highly motivated person with strong leadership and management skills moreover; i am intermediate in English and Urdu.

Finally, i am available at any time in order to discuss further your job requirements and i am willing to be relocated anywhere kindly contact on address or number in case you are interested in my profile.

Thank you for your precious time and looking forward to hearing

from you. Contact # +92-336-29162