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**RESUME**

**Permanent Address: PRANJAL DWIVEDI**

792 d/1 Contact no. : 9125023230

Dariyabad E-Mail :pranjal\_divedi2001@yahoo.com

Dist.- Allahabad.

State- U.P {211001}

**CAREER OBJECTIVE**

Seeking a challenging & progressive career in any service sector with using my inner strength,

professional skill & creative thinking to gain exposure strength & experience.

**Professional Qualifications:-**

**M.B.A : Human resource**

University : Sam Higginbottom Institute of Agriculture, Technology and

Sciences (S.H.I.A.T.S)

(Deemed-to-be-university),

Allahabad Naini

**EDUCATION QUALIFICATION**

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| --- | --- | --- | --- | --- | --- |
| Sl. No. | Examination passed | Board/University | Year of passing | Percentage of marks | Division/Grade |
| 1 | M.B.A | SHIATS  Allahabad | 2013 | 88% | 1st |
| 2 | B.B.A | C.S.J.M Kanpur | 2010 | 64% | 1st |
| 3 | Intermediate | CBSE | 2006 | 59% | 2nd |
| 4 | Highschool | UP Board | 2004 | 56% | 2nd |

**Vocational Training:-**

**National Thermal Power Corporation**(4 month) From Unchahar

Dist- Raibareli

State- Uttar Pradesh

**Professional Qualifications and working experience-:**

2 Months certificate course in MS OFFICE {FORMATION JET}

**Job Responsibility-**

Currently working with a hospital unit (**RAM NIVAS PANDEY INSTITUTE FOR MEDICAL RESEARCH AND TREATEMENT**) in Gorakhpur Uttar Pradesh as administrator **Since 1 June 2013.** My Job Responsibilties includes -staffing and placing of the workers in right place, Salary distribution of employees. Another duty assigned to me is to see the outpatient department(**OPD**) of hospital where my accountability is to solve the queries of patients like consultation, day care treatment, investigation,referral,admission, and post discharge follow up.

**Hobbies**

Swimming and reading books.

**KEY STRENGTHS**

* Positive attitude & able to work in difficult situations.
* Practical, hard working , faith in god

**LANGUAGE KNOWN**

* Hindi & English

**PERSONAL DETAILS**

Name : **Pranjal Dwivedi**

Father’s Name : Sri G.S Dwivedi

Date of Birth : 17th February 1989.

Sex : Male

Religion : Hindu

Marital Status : Unmarried

Nationality : Indian

**DECLARATION**

@I hereby declare that all information are given above are true and best in my knowledge.

Date : ----------

Place : Allahabad **Pranjal**