

DEEPAK PAL

PROFESSIONAL PROFILE

To be enhance my knowledge and capability by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

CONTACT DETAILS

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- GF Block I 868 Jahangir Puri Delhi 110033

QUALIFICATIONS

- 10 th from CBSE BOARD
- 12th from CBSE BOARD
- Graduation in B.A (DELHI UNIVERSITY)
- 1 year Diploma in Computer
- CCC from NIELIT (2018)

SKILLS AND ABILITIES

- Great communication and interpersonal skills
- Excellent organizational and multi-tasking skills
- Great writing skills
- Fluent in English and Hindi

WORK EXPERIENCE

COMPUTER OPERATOR

OSR DATA SOLUTION (SEPT. 2016)

- Provide administrative support to the members of the executive team.
- Maintain -- plan meetings, teamwork,
- Better explanation qualities

JUNIOR ASSISTANT

3 YEARS \$ 6 MONTHS EXPERIENCE IN BACK OFFICE (SBI)

- Handled bank deposits and other accounting documents.
- Planned and coordinated PR initiatives, business events, and more.

PREVIOUS EDUCATION

DELHI UNIVERSITY

BA , Class of 2016

- NCC member
- Member of sports club
- Member of the Writing Society

GOVT BOYS . SER. SEC. SCHOOL

Graduated Class of 2016

- Captian of Cricket team in College Level
- Member, Student Council
- Member, Culture Club
- Member, Sports Club