

CURRICULUM VITAE

Pawan Kumar Shukla



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❖ **CAREER OBJECTIVE: -**

- To secure a creative and challenging position with a professionally managed group. A position which will utilize my practical and theoretical experience, planning and provide an opportunity for professional and personal growth.

❖ **EDUCATIONAL QUALIFICATION: -**

- BA from Sampurnanand Sanskrit Vishwavidyalaya Varanasi

❖ **PROFESSIONAL QUALIFICATION**

- Course on Computer Concepts (CCC) National Institute of Electronics and Information Technology.

❖ **WORK EXPERIENCE: -**

- Currently working as a Clerk Cum Computer Operator SGT University, Budhera, Gurugram, Haryana **01/01/2012 to till date.**

❖ **JOB PROFILE: - Personal Assistant to Head of Department (Pathology)**

- I Have been managing day to day office work for last 12 years along with official work for Postgraduate Students (PG), MBBS, BNYS, BDS, BPT, BOTT, Allied Science & Faculty of Nursing
- Faculty of Physiotherapy (BPT), Faculty of Nursing, Faculty of Allied Health Science & Bachelor of Dental Surgery (BDS) Online classes, Meeting Schedule Link generates, and share (student/Faculty) mail id contact number and faculty In form time to time
- Schedule classes, manage attendance, preparation of ward leaving exam, sent up Exam and university examination
- Maintain official documents and prepare documents for NMC, NAAC, NABL, NABH & DMC.
- Prepare all Faculty declaration form
- Prepare SAF (STANDARD ASSESSMENT FORM FOR PG COURSES)
- Prepare question/ mode examination and result for various examination official Mail reply & follow up.
- PG, & UG Classes attendance, & Lecture Schedule prepare ward & Excel time to time send by Dean Office
- Stock Register maintains Daily
- Updated data regularly ERP System
- Making all inventory with ERP Software.
- Prepared Museum Catalogue with Photoshop & MS Word.
- Maintaining Correspondence Files, Data office the employees.
- Type all documents in time and without correction.
- Managed and completed file work for MCI and NMC Inspections
- Adequately apt in management day to day activities (roster management/Letter typing/ lecture scheduling/ staff management)
- Medical Transcript, Histopathology, Cytopathology, Clinical Pathology

❖ **COURSECONTENTS**

• **Computer Skills: -**

Packages : Microsoft Office, Photoshop, Corel Draw, etc.
Typing Speed : **30-35WPM in English & 20-25WPM in Hindi**

❖ **HOBBIES: -**

- Singing & Listening music, Reading

❖ **STRENGTHS: -**

- Hardworking, Creative & Devoted to Responsibilities. Strong will power adaptability to various situation and good undertaking power and always target achiever in Previous companies.

❖ **PERSONAL DATA**

• Name : Pawan Kumar Shukla
• Date of Birth : 08/08/1988
• Sex : Male
• Marital Status : Married
• Nationality : Indian
• Religion : Hindu
• Languages Known : English, Hindi
• Father's Name : Shri Ram Nagina Shukla
• Permanent Address : Vill. – Puraina Shukl P.O. Karyal Shukl
Distt. Deoria (U.P.) Pin Code 274603

❖ **Strength: -**

- Discipline.
- Honesty.
- Positive attitude.

❖ **Declaration: -**

- I here by declare that the information given above is true to the best of my knowledge & belief.

Date: -

Place :-

Pawan Kumar Shukla