**PADMA PANDEY**

**Nanda nagar near patnipura**

**Indore , 452011 Email. – padmapandey92@gmail.com**

**Contact no. - 9522274575**

**OBJECTIVE:**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

**ACADEMICS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard** | **Board / university** | **Passing year** | **percentage** |
| B. A. FINAL YEAR | MATA JIJA BAI COLLEGE INDORE | IN | IN |
| ITI (COPA) NCVT | GOVT. ITI | 2016 | 76% |
| DCA | MAHARSHI MAHESH YOGI VEDIC UNICERSITY JABALPUR | 2015 | 67.45% |
| 12TH | MPBSE | 2014 | 66% |
| 10th | MPBSE | 2012 | 70% |

**TECHNICAL SKILLS :**

1. **Computer skills ( hindi & English typing)**
2. **Computer skills word, excel, power point etc.**

**WORK EXPERIENCE :**

1. **1 year experience as a computer operator SBI branch Amarpatan , Satna. Since 10 oct. 2016 to 17 oct . 2017**
2. **1 year experience in credit card department Vallabh Nagar Indore.since 2017 to 2018**
3. **2 year experience in back office executive HDFC bank.since 2018 to 2020**
4. **1.2 year experience in manthan academy satna.**

**PERSONAL DETAILS:**

* **DATE OF BIRTH** : 23-07-1996.
* **FATHER’S NAME** : ARUN PANDEY.
* **SEX** : FEMALE.
* **MARITAL STATUS** : MARRIED.
* **NATIONALITY** : INDIAN.
* **LANGUAGE KNOWN** : ENGLISH & HINDI.

HOBBIES:

**1.** Singing and listening songs.

**2.** Watching movies.

**3.** Learning new things on my own.

4. reading newspaper and books etc.

**DECLARATION:**

I hereby declare that the above written information is true to the best of my knowledge.

**PLACE: INDORE**

**DATE:**

**(Padma Pandey)**

Reference By: Job Alert Placement – Indore

Plz Call me For Feedback & Suggestion – **9219579676.**