Resume

**Personal details**

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| --- | --- | --- |
| Name | pawan kumar mishra | 21.JPG |
| **Address** | **Ballia uttar pradesh 277001** |
| **Emailid** | [**meetpawanmishra@gmail.com**](mailto:meetpawanmishra@gmail.com) |
| **Mobile number** | **9415160842/ 8563920333** |
| **Marital status** | **Single** |
| **Whatsapp number** | **9415160842** |  |
| **dob** | **31july 1988** |  |

**# Looking For A Admin Operations Manager Or Assistant Manager Post.**

**# Master Of Admin And Operations**

**Educational Qualification**

**1-10th Pnic Inter college Ballia Uttar Pradesh**

**2-12th Pnic Inter college Ballia, Uttar Pradesh**

**3-B.tech Computer Science and Engg from Spcet college Mohali, Punjab**

**4-University- Punjab Technical University Jalandhar**

**Work experience**

**3 years -working as a faculty and do operational and admin work in coaching institute.**

**Project – Branch Head /Admin /Operations /Human Resource /Infra/IT/Security/Seminars**

**Team member -20**

**Title- Branch Manager at Mahendra Educational Pvt Limited Rewa (486001)**

**Madhya Pradesh**

**Duration -11 months from sep 2018 to till date**

**Current working –Mahendra Educational Private Limited**

**Skills- KRA and ARA**

**1- Deep knowledge of SSC ,Banking ,Railway State level Exam, State PSC and UPSC civil service, Exam Entrance Examination**

**2-Soft spoken, good communication skills ,**

**3-Very familiar about exam pattern of all government job Competitive examination**

**4-Deep knowledge of admin work and operational works , and basic knowledge of human resource.**

**5-Ability to handle big branch and take responsibility of overall operations (admin and academic both)**

**6-Ability to work with team or without team.**

**7-Taking interview upto senior executive and senior counsellor level**

**8-leave approval through hrms portal of all employee. as well as handle new joining ,transfer and resignation ,**

**9- Approve travel request and travel expenses.**

**10-Also see legal matter of the branch like (burgulary, legal notice ) notice received from local bodies.**

**11-Easily handle branch infra work from maintenance to replacement of infra items**

**12-Also Intermediate knowledge of branch IT material like s/w installation, s/w update, formatting, projector setup, cctv cameras, printer setup.**

**13-Ability to increase the Branch business.**

**14-Easily relocate from one location to another.**

**15- Patience level is very high.**

**16-Honesty is 100% , Straight forward but always keep 100% diplomatic approach for company welfare and growth.**

**17-Arrangement skills is very high.**

**18- Very familiar About Banking , SSC, Railway As Well As All Government Job Examination.**

**19-Good motivator and active listener.**

**20-247 thinking about current company.**

**21-Ready to work in Pan India.**

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

**Date-29th july 2019 sign**