

Curriculum Vitae



Mr. Lucky Sen

M.Sc. (Mathematics), B.Sc. (Forensic Science), PGDCA.

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Career Objective:

My total professional experience is more than **8 years**. Looking to organizational and time management skills as a leader. Office assistant with experience preparing flawless presentations, assembling reports, exams, results, summaries, letters, and emails, and maintaining the utmost confidentiality. Expertise in cash management, cash counter management and the budget flow for the regulated utilities of the retail company. Organized internal and external resources towards the completion of designated capital programs while collaborating closely with and balancing the requirements of the other departments.

Due to my good experience in computer operation, I have also work done related to administration, office work, editing & designing which I also like very much. Possesses extensive expertise in MS Excel. Presently I am looking for a challenging career to meet my competencies, capabilities, skills, education & experience, where there is scope for demonstration. I am always on the lookout for a positive and bigger outlook to achieve the organization's goals and create mutual benefits.

Professional Profile

- I have **8+ months** of Accounting/Billing experience at **Value & variety Pvt. Ltd. (V2), Sagar (MP)**, as a **cashier in a cash counter management program**.
- **2 years of** experience as a **head cashier** (for handling cash management) at **Value & variety Pvt. Ltd. (V2), Jabalpur (MP)**.
- **3 years of** experience as **technical & editor in charge** at **Coaching Classes, Damoh (MP)**.
- **6 months** experience as manager of Hunar Se Rojgar Tak (HSRT) (Under the Ministry of Tourism) & data entry operator at NGO Narmadaanchal Education Welfare Society (NEWS), Damoh (MP).
- **3 months** experience as field facilitator-Narmadanchal Education & Welfare Society under **Jal Jivan Mission Project** at Damoh District.
- 2+ years of teaching experience in subjects related to competitive exams & computers.
- 1+ year of experience at present as an Office Assistant (Administrative office) & admission team at **Acropolis Institute of Technology & research** and I am currently working here.
- Good hand in Computer operating, MS Office (Word, PowerPoint, Excel & Access), and Internet surfing.

Skills

- **Computer Skills:** - CPCT Qualified, Hindi & English Typing, MS-Office, Networking & Printing, Editing, Internet, Mailings, Software & Hardware maintenance etc.
- **Relevant Skills:** - Leadership, Adaptability, Collaboration, Strong Work Ethic, Problem Solving, Attention to detail, Good Communication etc.
- **Other Activities:** - Preparation of Exam form Forwarding, Online & Offline exams for college, Counselling and Admission work, Enrollment work, Data Management, Creation and updating registers, certificates design & printing.

Academics

- MBA pursuing from Devi Ahilya Vishwavidyalaya (DAVV), Indore (MP).
- MSc. In mathematics from Maharishi Mahesh Yogi Vedic Vishwavidyalaya (MMYVV), Jabalpur (M.P.); 2021 with 75.50%.
- BSc. In forensic science & criminology from Dr Hari Singh Gour Central University (DHSGU), Sagar (M.P.); 2019 with 51%.
- Intermediate with science (12th) in physics, chemistry, mathematics, biology, English & Hindi; Madhya Pradesh Board of Secondary Education (MPBSE) Bhopal; 2013 with **82.2%**.
- High school (10th); govt. excellence higher secondary school, Damoh, Madhya Pradesh board of secondary education (MPBSE) Bhopal; 2011 with **78.83%**.

Extra Qualification

- Post graduate diploma in computer application (PGDCA); institute space computer Damoh, Makhanlal Chaturvedi Rashtriya Patrakarita Vishwa Vidyalaya, Bhopal; 2020 with **80.00%**.
- Computer proficiency certificate test (CPCT); Madhya Pradesh Agency for Promotion of Information Technology, 2021 with **65.33%**.

Personal Details

- Gender : Male
- Nationality : Indian
- Marital Status : Unmarried
- Date Of Birth : 26 October 1996
- Father's Name : Mr. Hariom Sen
- Present Address : S/O Hariom Sen, 45-A, Shyam Nagar Main, Near Mount Carmel School, Indore, Madhya Pradesh, Pin- 452010

Declaration

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

Place: Indore (MP)

Date:/...../...

(Lucky Sen)