

# PRATEEK SHUKLA



varshaprateek@gmail.com



8882929098, 8882727268



109, Shyam Colony Sec-91, Sehatpur Extn, Faridabad-121003

## PROFESSIONAL SUMMARY

1 Year Worked With Dewan Bajaj Lajpat Nagar Delhi .  
1.5 Year Worked With Sanjay Automotive LLP(Mahindra) .  
10 Months Worked With Glued Entertainment Pvt Ltd .

## Skills

Tally, Excel, Microsoft Office, Data Entry, Cash Handling, Team Management, computer literacy, Computer operating, Pos Operating

### EDUCATION

10TH FROM DASHRATH INTER COLLEGE UTTAR PRADESH

12th from National Institute of Open Schooling, Delhi

Pursuing B.Com(hon.) from Kalinga University Chhattisgarh

### Technical Qualification

Diploma in computer application and MS Office from NIIT

Languages Known English and Hindi

## WORK HISTORY.

1 YEAR WORK WITH DEWAN BAJAJ IN SALES As A Cashier Cum Account Assistant.

1.5 YEAR WORK WITH SANJAY AUTOMOTIVE LLP(MAHINDRA) As A Service Manager.

10 MONTHS WORK WITH GLUED ENTERTAINMENT PVT LTD As A Assistant Manager.

### CAREER OBJECTIVE:

To be sincere, hardworking, punctual and honest for my duty and give the better performance to grow the industry and myself as well.

### PERSONAL INFORMATIONS

FATHER'S NAME: MR. ALAKH KUMAR SHUKLA

MARITAL STATUS: UNMARRIED NATIONALITY:

INDIAN DATE OF BIRTH: 18TH SEPT 2001