

# PRATEEK SHUKLA



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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