

PRATEEK SHRESHTHA

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B-1 Vijay Vihar Colony ,Sugamau, Lucknow, India

OBJECTIVE

- **Want to seek the opportunity and has the quality to deal with the circumstance and also want to give the best out of me. Endeavour to make the best use of my Skill sets/Potential to benefit the Organization .I want to work with an organization, which can enhance my skill and use my capabilities where I can grow along Company.**

EDUCATION

CCC

NIELIT • LUCKNOW, India

Dec 2013 - Dec 2014

CCC-This course is designed to aim at imparting a basic level IT Literacy programme for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life. After completing the course the incumbent should be able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc. This helps the small business communities, housewives, etc. This course is, therefore, designed to be more practical oriented.

B.COM

DR. RAM MANOHAR LOHIA AWADH UNIVERSITY • FAIZABAD, India

Jan 2013 - Jul 2016

B.Com. from R.M.L.A.U 50.34 %

PDCAM

LYCOS COMPUTER EDUCATION • LUCKNOW, India

Jun 2011 - Jan 2013

PDCAM-(Professional Diploma In Computer Application & Office Management)

Duration 16 months

73.87%

INTERMEDIATE

KISAN INTER COLLEGE • BASTI ,UP, India

Jan 2009 - Jun 2010

Intermediate (PCM Subject) 67.8%

HIGH SCHOOL

SLB SCHOOL • LUCKNOW, India

Jan 2007 - Jun 2008

High School (PCM Subject) 53%

SKILLS

I have good working skill fast speed general labor after learn (Example. Packing, Loading, Helper)

I have good knowledge of computer application .
I have good knowledge of Driving.

WORK EXPERIENCE

DATA ENTRY OPERATOR

Dec 2014 - Dec 2017

TEMPERORY BASE EMPLOYMENT • LUCKNOW, India

SUPERVISOR

May 2013 - Oct 2014

Emdee Digitronics Pvt. Ltd. • LUCKNOW, India

- Company Name- **Emdee Digitronics Pvt. Ltd.**,Kolkata

As a **Supervisor/Tech-Support** in NPR / AADHAAR UIDAI Project.12 May 2013 – 31 Oct.

2014(Technical Support / Laptop ,Desktop Formatting/ Register the Kits / On

Boarding Operators and Supervisor / Troubleshooting the kits problem regarding biometric software and hardware issues / Take data backup from field employees /Maintaining the M.I.S. Report with data backup.)

VOLUNTEER WORK

GENERAL WOKER (SUPERVISOR)

Dec 2016 - Dec 2020

CSC E-GOVERNANCE • LUCKNOW, India

A supervisor see the day-to-day performance of employees. Depending on the company, a supervisor may manage a team, a shift or an entire department.

PERSONAL BACKGROUND

Date of birth -21-03-1993

Father's name - Krishna Prasad Shreshtha

Mother's name - Kalpana Shreshtha

Gender - Male

Marital Status -Married

Nationality -INDIAN

Religion -Hindu

Language known -Hindi, English

Strength -Honesty & Punctuality

Hobbies -Listening music,Traveling