

AMRITA PANDEY

Contact No.: 7860339747

Email Id: pandey.amrita999@gmail.com

Objective:

"I wish to work with an organization where I can get the opportunity to upgrade my knowledge, gain experience about new things and become an independent person and contribute my best efforts for the organization's wellbeing."

Currently Working:

Currently working as a Freelancer at IMTE UK.

Academics:

PERCENTAGE	UNIVERSITY	YEAR	COURSE
81%	SHIATS ALLAHABAD	2013	MSC
54%	C.S.J.M University	2009	BSC
58%	U.P. Board	2005	12th
52%	U.P. Board	2003	10th

Certifications & Training:

- 1) 6 month Diploma in Computer Application (DCA).
- 2) 1 year Diploma in Computer Application (PGDCA).
- 3) Disaster Management (1 year PG Diploma) from IGNOU Mumbai.

- 4) CSWCJS from IGNOU (6 Month Program) at Delhi.
- 5) Disaster Management Training in Mumbai under BMC.
- 6) Disaster Management Training under NIDM & FRI.
- 7) Disaster Management training under UPSDMA.

Work Experience:

- 1 year experience as Counsellor in EIMT Kanpur.
- 1 year experience as a Team Leader in EIMT Kanpur.
- 6 month experience as a Back Office Executive in Airwil Infra ltd. at Kanpur.
- 1 year experience as a Team Leader in NIIMTES at Lucknow Branch.
- 2 year experience as an Admin/HR in NIIMTES at Lucknow Branch.
- 1 year experience as an Asst. Manager in B.S.Legal Services at Mumbai.
- 6-month work as an intern at IIDM Lucknow.
- 6-month work as an Assistant Associate at IIDM Lucknow.

Personal Dossier:

Name : Amrita Pandey
Date of Birth : 22th October, 1988
Father's name : Mr. R.P.Pandey
Mother's name : Mrs. Asha Pandey
Language : English, Hindi.
Interest : Reading, Listening to music, playing badminton.

Language Known:

- Hindi & English

Strengths:

- Good aptitude, with excellent grasping power and eagerness to learn.
- Experience of working in groups has increased my efficiency in team work and has helped me develop effective coordination skills.
- Self -Motivation, Self-Confidence and Passion to succeed.

Date:

Place:

[Amrita Pandey]