

RESUME

MAHENDRA PRATAP SINGH

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Permanent Address– Ward No.9, Main Market, Bansagar, Deolond, Dist.-Shahdol (M.P)-484776

CAREER OBJECTIVE:

Seeking a professional working platform, with a strong desire to put in my inherent skills and abilities to effective utilization and realization, and contribute to the progress of organization with subsequent expansion in my knowledge sphere, to achieve personal growth.

QUALIFICATIONS:

EXAMINATION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
PGDCA	MCNUJC BHOPAL	2024	70.62%
MODERN OFFICE MANAGEMENT (Diploma)- 3YDC	RGPV Bhopal	2021	6.56 CGPA
B.SC (Maths)	MP BHOJ UNIVERSITY BHOPAL	2017	68.16%
HSSE-XII	MP BOARD	2014	63.40%
HSE-X	MP BOARD	2012	82.83%

EXPERIENCE:

- **EMPLOYED RECORD** : Aug. 2022 To Till Date
- **PRESENT EMPLOYER** : HERO Two Wheeler Showroom (MAA AUTOMOBILES CHACHAI)
- **POST** : Service Area Manager & Store Incharge

JOB RESPONSIBILITY & DUTIES :-

- Supervised a service area team.
- Ensured precise and expedient data entry for all client accounts, maintaining high accuracy levels.
- Work on Dealer Management System (DMS) Software.
- Customer Care Manager.
- Store Management.
- Manage Account & All Office Works etc.

INTERNSHIP:

Internship at WATER RESOURCES DEPARTMENT [Office Of The Executive Engineer, Bansagar Masonary Dam Division No. 3, Bansagar Distt.Shahdol (M.P.) – 484776]

Period Of Internship : 1 Month

Work : All Office Work including Dispatch Branch & Management

COMPUTER SKILLS:

- MS Office, Basic Tally Knowledge, Internet Surfing, Typing, Database Management System, PC Troubleshooting & Maintenance etc.

CORE COMPETENCIES:

- Time Punctual and Sincere
- Hard Worker
- Good Manager.

HOBBIES:

- Reading Books
- Playing Cricket
- Making Friends

EXTRA SKILL:

- Knowledge in Office Management System, Basic Marketing Knowledge, Driving.

PERSONAL INFORMATION:

Name	:Mahendra Pratap Singh
Father's Name	:Shatrughan Singh
Mother's Name	:Lalita Singh
Date of birth	:5 th Oct.1996
Language Proficiency	:Hindi/English
Marital Status	:Unmarried
Gender	:Male
Nationality	:Indian

DECLARATION:

I here by declare that the above mentioned information is correct up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Date: / /202

Place:

Mahendra Pratap Singh