

DEEPAK PAL

M.B.A

DOB: 11/05/1991

S/o: Sh. Prabhu Dayal Pal

Add: Chandra Nagar Behind Koteswara Temple,

Near Airtel Tower, Gwalior-474001.

Email Id: paldeepak11@yahoo.com



Mob: +91- 7223032085, 7049984247

Current address:- Room no 25, New boys pg, Sec. 45 Near Ramada Hotel Gurgaon Haryana 122003

Career Objectives:

To work for an organization, this provides me the opportunity to utilize my knowledge, skills and attitude towards the growth of an organization.

Academic Credentials:

Examination	Year	Percentage	Institution	Board\University
M.B.A	2014	6.2 (CGPA)	ITM University , Gwalior	ITM University , Gwalior
B.Com	2012	65%	GICTS, college, Gwalior, M.P.	Jiwaji University.
Class XII	2009	59 %	Ideal Public Higher Secondary School Gwalior ,M.P.	MP Board.
Class X	2007	55 %	Ideal Public Higher Secondary School Gwalior, M.P...	MP Board.

Projects & Trainings:

Organization : **HCL INFOSYSTEMS INDIA LTD.**
Project : Training & Development
Duration : 45 days

Roles and Responsibilities:

- Handling End to End Recruitment process and all joining formalities.
- Employee Attendance report, Salary and employees work status and preparing MIS report.
- Follow up with Internal Transfer & Joining staff.
- Identifying Training requirements for all division and follow up with head office.
- Preparing Training MIS report.

Computer Dexterity:

- MS Office including Word, Excel & Power Point, MS Outlook .

My Strengths:

- Self-Motivated & Enthusiastic.
- Ability to Work Autonomously as well as Good Team Player.
- Quick Learner, Adaptability & Positive Attitude & Handling the pressure situation.
- Creating a good industrial relation.

Positive Quality:

- Good communication and interpersonal skills.
- Responsible for end-to-end recruiting-business development,
- Sourcing, negotiation and closing the deal.
- Responsible for handling the team.
- Excellent leadership skill and co-ordination qualities.
- Good with various HR Functions.

Work Experience:

- Experience as a Marketing Executive from Keshav prakashan 1/09/14 to 16/10/19.

Declaration:

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned information.

Date:

Place: Gwalior (MP)

(DEEPAK PAL)