



Pardeep Kumar

Date of birth: 06/03/2002

Nationality: Indian

Gender: Male

CONTACT

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WORK EXPERIENCE

01/10/2019 – 01/03/2020 – Hoshiarpur, India

Clerical assistant

Childline India Foundation (CIF)

Handle calls from children who are in crisis and reach out to them for help and protection

Provide assistance and support to referred calls and take timely action

Provide quality service to children and act in the best interests of the child ensuring his security.

Provide a platform of networking amongst organizations and linkages to support systems which facilitate the rehabilitation and reintegration of children to the family .

Organize and conduct awareness programmes and campaigns on child security, child protection

16/03/2021 – CURRENT – Hoshiarpur, India

Computer Operator and Administrative Staff

Woodland Overseas School Hoshiarpur

Compiling, verifying accuracy and sorting information to prepare source data for computer entry.

Prepares, compiles, and sorts documents for data entry.

Completes additional assigned tasks as required.

Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.

Verifies integrity of data by comparing it to source documents.

Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed.

Experience with MS Office and data programs

Familiarity with administrative duties

Experience using office equipment, like fax machine and scanner

Typing speed and accuracy

Excellent knowledge of correct spelling, grammar and punctuation

Attention to detail

Confidentiality

Organization skills, with an ability to stay focused on assigned tasks

Video Graphic and Coral Software.

Video Maker and Photo Editor and Photoshop.

EDUCATION AND TRAINING

01/03/2015 – 11/05/2016 – Mohali, SAS Nagar, India

Matriculation

Punjab School Education Board

pseb.ac.in

01/03/2018 – 11/05/2019 – Mohali, SAS Nagar, India

Senior Secondary

Punjab School Education Board

pseb.ac.in

01/06/2019 – 13/12/2019 – Hoshiarpur, Hoshiarpur, India

Diploma in Computer Application

Technoworld IT Education

<https://technoworldhsp.in/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Panjabi; Punjabi

OTHER LANGUAGE(S):

English

Listening
B1

Reading
A2

**Spoken
production**
B2

**Spoken
interaction**
B1

Writing
A2

Hindi

Listening
A2

Reading
A2

**Spoken
production**
A2

**Spoken
interaction**
A2

Writing
B1

DIGITAL SKILLS

Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google / Team-work oriented / -Effective team work / Ability to learn quickly, listen and communicate with others, correctly and motivated / Motivated and ambitious / Problems solving and decision making / INTERNET,E-MAIL AND SOCIAL MEDIA / CorelDraw X5 / Microsoft Photoshop / Editing di video con diversi softwares (Adobe premiere, Open shot, Shot cut, Window Movie maker / Experience with Video and Audio Creating and Editing tools(Camtasia, Filmora, Toonly, ViideoScribe) / Good listener/Good communicator / Buone capacit di utilizzo del software Canva / ERP Tally 9 / Call handling / Maintain correspondence records / admin assistant / creativity and passion for new solutions / Good negotiating skills

PROJECTS

01/10/2019 – 01/03/2020

Childline India Foundation A Ministry Government Project

<https://www.childlineindia.org/>

CHILDLINE 1098 is a phone number that spells hope for millions of children across India. It is a 24-hour a day, 365 days a year, free, emergency phone service for children in need of aid and assistance. We not only respond to the emergency needs of children but also link them to relevant services for their long-term care and rehabilitation. We have, till date, connected to three million children across the nation offering them care and protection.

HOBBIES AND INTERESTS

Creativity

Computer Programming

Creative Writing

Learn New Skills

Travelling