CURRICULUM- VITAE

**PRAKASH CHAUDHARY**

Address: Village-Baijnath

Post : Bholgarh

Distt : Rewa (M.P.)

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# Career Objectiv:-

To work in an organization where I will work hard and develop my career path along with contributing my best in organization so that I can enhance my skills.

# Academic & Professional Profile

* **B.Sc.** (Bio- Tech) 51.5 % from Rajiv Gandhi College Satna M.P., affiliated A.P.S. Rewa M.P.
* **12 th** (Biology) 57% from M.P. Board
* **10th**  46.5 % from M.P. Board

**Working Experience:-**

Presently working in June-2022 at **SARLA PERFORMANCE FIBERS LTD.** VAPI GUJARAT at **DISPATCH DEPARTMENT**.

JOB work in July-2017 to March-2020 looking after HR & Admin and documentation process in **ESSAR POWER MP LTD.** Singrauli **of 2x600 MW Thermal Power Plant-Mahan.**

**JOB PROFILE:-**

HR, IR vendor invoice support checking and gate pass entry, Biometric management, BIS attendance report & Employee card mapping, SAP program vendor invoice working

# Computer Proficiency:-

SAP Software in store and packing and GRN.

MS-Office (ms-word, ms-power point, ms-excel)

Consumption entry document.

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| **Personal Profile:- :** | |  |
| **Father’s name** : Mr. Ramyash Chaudhary  **Date of birth** : 15.04.1985  **Languages known** : English, Hindi  **Nationality** : Indian Declaration:- I hereby declare that the information given above is true to the best of my knowledge and belief.  **Place**: Surat Gujarat **PRAKASH CHAUDHARY** Date: 01.06.2023 | | : Mr. Ramyash Cdhary |
| : English, Hindi |
|  | | : Indian |