



KAMAL

IT Helpdesk (PMO executive)

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<http://www.linkedin.com/in/>

OBJECTIVE

Versatile, high-energy professional, seeking an opportunity where I can utilize my skills and abilities in A field that offers me professional learning and growth while being resourceful, innovative and flexible, thereby making my association mutually beneficial

EXPERIENCE (3 Years) | Persistent Systems, Pune

- IT Helpdesk Engineer for ERP & Fusion Application: June 2019 to December 2021(2.5 year of experience).
- Associate executive for salesforce planning & tracking: January 2022 to June 2022 (6 month of experience).

SKILLS

- Strong verbal communication Skilled in Microsoft Office.
- Object component-oriented software Microsoft PowerPoint.
- Browser: Google Chrome, Microsoft edge and Firefox.

Responsibilities

- Handling Project management (PMO executive)- Under PMO I am working in Resource Management, Project Revenue management, Invoice management, CRM, Billing department.
- To attend different meetings with senior management for Project related issues.
- Ready to take initiatives and fulfilling the roles with responsibility.

Summary: -

- Application support for AX Microsoft ERP (Enterprise Resource Planning) & Fusion application.
- Use of Microsoft Office — Good hands experience on Word, Excel and PowerPoint.
- Windows 2008, 2010, 2011, Basic computer skills and internet access.
- Good communication, collaboration and team building skills.
- Prepare regular status reporting to all levels of the project organization. Support the change control process. Support project planning and milestone management. Implement project controls and governance.
- Facilitate team accountability meetings.
- Monitor project is proceeding according to plan.

Education Qualification: -

Degree and Date	University	Major and Specialization	CGPA/Percentage
Bachelor of Technology, June 2018	Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh (AKTU)	Electrical Engineering (EE)	69%
Standard XII / H.S.C., March 2013	U.P Board	Physics, Chemistry, Maths	61%
Standard X / S.S.C., March 2010	U.P Board	NA	50%

ACHIEVEMENTS/COCURRICULAR ACTIVITIES

- Participated in college technical event (ECOCA) and won II prize in Feb, 2016.
- Participated in inter college competition.
- Participated in singing competition at college level.

Personal Details

Date of Birth	17-Oct-1994
Gender	Male
Permanent Address	Ramlila chowk main market, Nanauta (Saharanpur), Uttar Pradesh 247452
Languages Known	English and Hindi

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Regards,
Kamal