

# **RESUME**

## **SATISH KUMAR**

S/O Ambika Singh

Mobile: +91-7988378936

✉: satishsingh1808@gmail.com



## **Profile & Career Objective**

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I am seeking an opportunity at a position where I can grow professionally and personally. I seek challenging opportunities where I can fully use my skills for the success of the organization. I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

## **Market Exposure**

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### **Internship : Sanjay Gandhi Memorial Hospital**

- Successfully completed an intensive three month pharmacy training program, gained valuable knowledge and skills in the field of clinical pharmacy.
- Dispensed complex pharmaceuticals 100% accurately and efficiently.
- Counselling patient.

### **HR Executive : NAPS (March 2021 – January 2022)**

- Managed employee requests regarding Human Resources issues, rules, and regulations.
- Assisted accountants with payroll processes by providing reports on employee absences, holiday, and bonuses.
- Managed company's hiring processes, creating job descriptions, and selecting candidates.
- Trained and coached new employees when onboarding on matters such as company rules, regulations, and safety standards.
- Handled portals such as EPFO & ESIC.

## **Skills & Strengths**

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- Leadership
- Good communication skills.
- Detail oriented.
- Analytical and Conceptual thinking.
- Hard-Working and Optimist.
- MS Word, MS Excel.

## **Professional Qualification**

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- D Pharmacy from Delhi Skill and Entrepreneurship University (DSEU), Delhi.
- Bachelor's in sciences from Indira Gandhi National Open University in New Delhi.

### **Academic Qualifications:-**

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- Senior secondary from Triveni Memorial Sr. Sec. School (CBSE) Bahadurgarh, Haryana (2017).
- Higher secondary from Shri Rama Bharti Public School (CBSE) Bahadurgarh, Haryana (2015).

### **Licenses & Certifications :**

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- Applied for pharmacist license.
- Completed 6 months C-CAT computer course from EDUCLENTT, Bahadurgarh

### **Personal Profile**

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<b>Date of Birth</b>	:	<b>18-08-1999</b>
<b>Father's Name</b>	:	Mr. Ambika Singh
<b>Gender</b>	:	Male
<b>Linguistic Abilities</b>	:	English, Hindi
<b>Marital Status</b>	:	Single
<b>Permanent Address</b>	:	Nehru Park, Bahadurgarh-124507

### **Declaration**

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It is hereby declared that if any information furnished by myself is found incorrect and illegal then the company or organization will possess the full right to disqualify me.

**Place:** Bahadurgarh

**Name:** Satish Kumar