

**BHANU PRATAP**

Dhakka Karam Chand, Dhampur, Bijnor, Uttar Pradesh, 246761

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**PROFESSIONAL SUMMARY**

Dynamic and results-driven administrative professional with over 1 year of experience in managing administrative functions and data entry. Strong proficiency in Tally ERP and Marg ERP, with exceptional organizational and multitasking abilities. Seeking to contribute to a progressive organization by enhancing operational efficiency.

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**EDUCATION**

- **Bachelor of Commerce (B.Com)**  
MJPRU, 2019
  - **Higher Secondary Certificate (10+2)**  
UP Board, 2015
  - **Secondary School Certificate (Matriculation)**  
UP Board, 2013
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**PROFESSIONAL EXPERIENCE****Admin Department**

*Associated Biotech, Baddi Distt. Solan (H.P.)*

*December 2021 - Present*

- Managed data entry tasks with accuracy and attention to detail.
- Oversaw attendance and leave records, ensuring compliance with company policies.
- Prepared financial documents and maintained accurate records of transactions.

**Admin Department**

*Marc Laborites*

*December 2020 - August 2021*

- Assisted in administrative functions including security, housekeeping, and uniform management.
  - Maintained inventory of office supplies and managed distribution effectively.
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**TECHNICAL SKILLS**

- **Accounting Software:** Tally ERP 9 Marg ERP
- **Office Applications:** Microsoft Outlook, Gmail
- **Typing Skills:** Hindi & English (30 wpm)
- **Computer Proficiency:** Internet tools, Data Entry

CORE COMPETENCIES

- Strong organizational skills
- Excellent communication abilities
- Attention to detail
- Team collaboration and support
- Time management and prioritization

HOBBIES

- Playing Chess
- Gardening
- Internet Research
- Listening to Music

PERSONAL DETAILS

- **Father’s Name:** Mr. Kharak Singh
- **Date of Birth:** 10/01/1998
- **Nationality:** Indian
- **Languages:** Hindi, English
- **Marital Status:** Single

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**(BHANU PRATAP)**