

PRAVENDRA KUMAR

LOWER DIVISION CLERK



-  **Designation** : Lower Division Clerk
-  **Organization** : Indira Gandhi National Tribal University, Amarkantak
-  **Mobile** : +91 9675889239
-  **Email** : pravendra.kumar@igntu.ac.in
-  **Languages Known** : Hindi, English, Urdu



CAREER OBJECTIVE

To utilize my administrative, clerical, and translation expertise for the efficient functioning of the organization while continuously enhancing my professional skills and contributing to institutional growth.



EDUCATIONAL QUALIFICATIONS

- Ph.D. (Pursuing) – Hindi
- MBA (Marketing Management)
- M.Lib. & Information Science
- M.A. (Hindi)
- PGDCA
- Post Graduate Diploma in Translation
- Diploma in Mechanical Engineering
- Diploma in Urdu Language



PROFESSIONAL SKILLS

- Office Administration
- Documentation & Record Management
- File Processing & Official Correspondence
- MS Office (Word, Excel, PowerPoint)
- Data Entry & Computer Applications
- Hindi Drafting & Noting
- Translation (Hindi ↔ English)
- Communication & Coordination



PROFESSIONAL EXPERIENCE

Lower Division Clerk

Indira Gandhi National Tribal University, Amarkantak
(August 2017 – Present)

Work Experience

- Administration & Establishment Section
- Academic & Research Section
- Dean's Office, Faculty of Social Sciences
- Prof. Ramdayal Munda Central Library
- Gobind Guru Boys Hostel
- Estate Section
- Engineering & Development Section

Translation Experience

- Three Years' Experience in Rajbhasha Cell
- Hindi to English Translation
- English to Hindi Translation
- Official Language (Rajbhasha) Implementation Work

Additional Assignments

- Lok Sabha Election Duty
- Vidhan Sabha Election Duty



ACHIEVEMENTS

- Serving in a Central University since 2017
- Experience in Multiple Administrative Sections
- Three Years' Translation Experience
- Registered Research Scholar in Hindi



HOBBIES

- Reading Books
- Social Service
- Hindi Writing and Translation
- Research and Learning Activities