

## AMIT NAGPAL

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**Objective:** To attain exemplary performance in my area of interest by displaying my hard and soft skills while keeping myself adhered to the culture, ethics and goals of the organization and maintaining a long-term relationship with the Organization.

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### Academic Qualification:

Executive Program (Post Graduation) – IIM (Calcutta)

| Degree/Certificate | Institute                  | Board /<br>University | Year of<br>Passing |
|--------------------|----------------------------|-----------------------|--------------------|
| B.Com              | Bhagat<br>Singh<br>College | Delhi<br>University   | '98                |

## **Technical Certifications:**

Microsoft Certified Professional (MCP)

Microsoft Certified Solution Developer (MCSD)

Microsoft Certified Professional Database Administrator (MCDBA)

Early Achiever Microsoft Certified Systems Engineer (MCSE)

Professional Diploma in Software & Systems Management (NIIT, New Delhi)

**Professional Experience Duration : Apr' 11 to Present**

## **Profile: Content Writer & Communication Trainer**

- Academic and Non-Academic Content Writing with powerful content delivered to clients on Marketing, Finance, Human Resources, Strategic Management, Law & Operations, Healthcare, Nursing, Engineering Designing, Research Methodologies, Macro & Micro Economics, Fintech, Finance, Religion, Philosophy, Physiology and Psychology subjects for Universities abroad
- Worked on Technical and Non-Technical content for Published Books and In-House Corporate Books

- Worked on Content Projects for Essays, Research Papers, Thesis, Dissertations, Research Proposals, Literature Reviews, Statement of Purpose (SOP), on various subjects and Global University Courses
- Soft Skills/Communication Training for corporate clients in India with the maximum strength of 250 participants
- Over 4 years of experience in the Medical | Healthcare BPO & ITES sector with the last Corporate position held at DELL Technologies as Team Manager (Operations)

**Awards / Achievements / NGO Workshops:**

- Certificate of Participation & Merit - Philatelic Promotion Society, Numismatics, Debate Competitions
- Selected for Research Essay Writing from an International Writing Association
- Certificate of Excellence & Early Achievers from Microsoft
- An active participant in workshops of SaveLife Foundation, a non-profit NGO focused on engaging community to respond to medical emergencies/Bystander care/trauma care/CPR

**Hobbies/Interests:**

Digital Photography, Creative Writing, Snooker and Sudoku Puzzles

**Personal Details:**

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