

Contact

+91-9531912083

bbc823@gmail.com

IT Skills

Tally

Certifications

Security Management

Diploma in Fire Fighting

Skills

Admin Assistant

Administrative

Language

Hindi-Expert

English-Proficient

Balbir Choudhary

Location : Durgapur

Defence personnel having 19 year 5 month of experience in Administrative field like Manpower Management, Office Correspondence, Govt. Procurement, Accounting, Inventory Management, Event management, Fire and Safety, Security, Organisation Discipline

EXPERIENCE

Indian Air Force

Defence

06/2003 - Present

EDUCATION

Indira Gandhi National Open University (IGNOU)

Masters in Arts (M.A), Arts & Humanities 2018

IGNOU NEW DELHI

Bachelor of Arts (B.A), Arts & Humanities 2011

Law College Durgapur

Bachelors of Law (B.L/L.L.B), Law 2021