

Prabhas Kumar Panda (MOS Specialist)

Date of Birth	30-May-1981		
Father's Name	Dhaneswar Panda		
Nationality	Indian	Address	Door:C,2 nd floor, #72/153, Venkat Rangam Pillai Street. Triplicane, Chennai-600005



Summary

- I am a freelancer having 14 Years of experience as MS-Office trainer conducted more than 350 batches and proficient with MS Office Versions of 2003, 2007, 2010 and 2013.
- Provided automation solutions for manufacturing concerns, HR Consultancies, BPOs and ITs etc.
- Built own functions and tools in excel which is being demonstrated and appreciated by the participants.
- Customised and designed reference manual for advanced excel , which is industry specific , handy and precise having comprehensive coverage of important functions, tools, formulas, tips and tricks to accelerate the users working smart and fast and ultimately help in saving lot of TAT.

Work Experience

As an External Trainer - for the below Clients for a few :

<ul style="list-style-type: none">✚ L&T : 40 batches –MS Office✚ Murugappa Group – 7 Batches – MS-Office✚ NOKIA - 10 batches- Advanced Excel.✚ Ramky Group: 4 batches – Advanced Excel✚ Reliance Group : 8 batchesMS-Office✚ HCL Technologies- 4 Batches- Advanced Excel.✚ DHL: Advanced excel and Advanced PowerPoint✚ CavinKare – Chennai – MS-Office✚ KIMS Hospital, Kerala- 2 batches –Advanced Excel.✚ Ministry of Corporate Affairs, 4 Batches.- MS Office✚ Kotak Securities – 2 batches on Advanced Excel✚ CITI Bank – 4 batches on MS Office✚ The School of Business Logistics- 2 batches on Advanced Excel and PPT.✚ Symbiosis: 2 batches on Advanced Excel✚ Colorcon: 2 batches on Advanced Excel✚ Continental: 2 batches on Advanced Excel.✚ Lear Corporation : 4 batches✚ Ashirvad Pipes : 6 batches	<ul style="list-style-type: none">✚ Sundaram Business Services- 4 batches-Adv. Excel & 2 batches on Finance Modeling.✚ ABB Ltd: 2 Batches on MS-Office✚ T V Sundram Iyengar & Sons Ltd- MS Office✚ Sundaram Clayton: 2 Batches on Advanced Excel.✚ TVS Housing: Advanced Excel✚ Bharti AXA GI Ltd- 2 Batches- Advanced Excel✚ Johnson & Johnson- 4 Batches- Advanced Excel.✚ Mahindra & Mahindra – MS Office✚ ADP: Advanced excel and Outlook✚ Aditya Birla Group: MS-Office✚ CNSI: 4 batches on Advanced Excel✚ DLF: 6 Batches on Advanced Excel.✚ Sundaram Asset Mgmt. Ltd – MS Excel and Excel Macro✚ Ingram Micro – 3 batches on Advanced Excel✚ Standard Chartered Bank: 3 Batches on Advanced Excel <p>Many more.....</p>
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Individuals in Chennai – More than 1200 professionals – MS-Excel, Adv. Excel, Macros, PowerPoint

As an Internal Trainer – With my previous employers

- ✚ Shasun Pharma Solutions, 30 batches – Advanced Excel.
- ✚ Dempo Group, Goa, Odisha – 15 batches – MS-Excel.
- ✚ Standard Chartered bank- 3 batches – MS Word , Excel and PowerPoint
- ✚ Accenture – 10 batches on Advanced Excel.
- ✚ Reliance Retail- 5 batches on Advanced Excel.

Education Details

1. Completed **Chartered Accountancy** in 2007, Chennai
2. Completed **MBA** in 2010 from Madras University, Chennai
3. Completed **B.Com (Hons.) with 1st Class Distinction** in the year 2001 from Khallikote Autonomous college, Odisha, India

Computer Knowledge

ERP	SAP 6 end user
Office Applications	Expert in Excel ,Macro, Word, PowerPoint & Access etc.
Accounting packages	Tally 9.2, Ex.NGN

Strengths

“Can-Do” Attitude	Willingness to learn
Believes and Values Team Work	Quick learner

Favorite Pursuits

Listening to music	Making Friends
Cricket, Badminton, Carrom	Learning Languages

Achievements

Stood first in Inter school GK competition	Runner up in Inter college Carrom competition.
Stood Second in Inter school Essay competition	Runner up in Inter college Volley Ball Competition