

RESUME

ABHISHEK VISHWAKARMA

Contact : - 9424493318,

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Address : House No. MD-63 D-sector Dhawantarinaragar Jabalpur (M.P.)

Career Summary

- 5 years experience in Thakur Hari s. m. school bijori Jabalpur m.p. as a high school teacher
- 2 years experience in **Gannon Dunkerley & Company Limited (gdcl)**. as a store incharge
- Experienced of managing all back office Activities, Calling, Accounting, Payment collection etc.
- Experienced in ensuring the smooth flow of information and follow up for existing and prospective customers
- Experienced in performing a variety of management activities to support the back office work.

Professional Experience

- **Organization: THAKUR HARI S.M. HIGH SCHOOL BIJORI JABALPUR**
- **Duration:** JUNE 2016 til now in Jabalpur (M.P).
- Designation : high school Teacher (off roll)

Work Responsibilities

- Strong familiarity with high school learning methods
- **Excellent ability to engage students with creative lessons**
- Adept at identifying and overcoming learning challenges
- A Great interactive skills ability to establish effective communications with students and parents
- high energy level
- stress tolerance

EDUCATIONAL QUALIFICATION

- | | | |
|-----------------------|------------------------------------|-----------------|
| • MA (GEOGRAPHY) | BHOJ university Bhopal | Pursing |
| • B.Sc. (Electronics) | Rani Durgavati university JABALPUR | Second division |
| • Higher Secondary. | M.P Board, Bhopal | First division |
| • High School. | M.P Board, Bhopal | First division |

OTHER EDUCATIONAL QUALIFICATION & CERTIFICATE

- Certificate in Computer application + integrated job oriented course with personality development from GOVT, Polytechnic college Jabalpur m.p
- NCC 'B' certificate.
- NCC 'C' certificate

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Key Skills

- Proficient with MS Office, Microsoft Excel, Power point and Internet and SAP
- Result Driven and goal-oriented personnel as well as willing to take challenge.
- Strong convincing power with appropriate communication, presentation and negotiation.
- Decision making and analytical skills.
- Ability to Work in competitive environment

ACHIEVEMENTS

- Attend combined annual training camp Anuppur m.p.
- Attend combined annual training camp Jabalpur m.p.
- Best cadet in combined annual camp Jabalpur.

Personal Detail

- Father's name Mr. CHANDRIKA PRASAD VISHWAKARMA
- Mother's name Mrs. VINEETA VISHWAKARMA
- Date of birth 23/10/1993
- Gender male
- Marital status Single
- Languages known English & Hindi
- Nationality Indian

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge.

Date:

Place:

ABHISHEK VISHWAKARMA