**CURRICULUM-VITAE**

|  |  |
| --- | --- |
| **NITIN VERMA**  **33/A, Nature Valley Colony**  **Jamali – 453441, Dist. – Indore (M.P.)**  **Mob. : +91 - 9131004558**  **E-mail : nitinvermaopt@gmail.com** | |
| **OBJECTIVE** | To secure a challenging position in a progressive organization, where my management skill can be enhanced and to contribute to the organization success. |
| **EXPERIENCE** | * **6 years**’ experience in **Cyber Multimedia & Carrier Centre, Mhow** as a **Computer Operator.** * **2 years’** experience in **Printing Press** as a **Graphic Designer**. * **2.5 years’** experience in **Vijay Education Academy, Mhow** as a **Content Developer** * Presently Working in **Extramarks India Pvt. Ltd., Indore** as a **DTP Operator**. |
| **ACADEMIC QUALIFICATION** | * Pursuing Result B.A. Final Year from Ignou. * 12th passed from M.P. Board, Bhopal. * 10th passed from M.P. Board, Bhopal. |
| **OTHER QUALIFICATION** | * **1 year** **Diploma in Office Automation (DOA)** from **Ismark Tutorial’s** **& Computer Education**. |
| **JOB PROFILE**  **PERSONAL STRENGTHS** | * MS Office : MS Word, PowerPoint. * English & Hindi Typing * Internet (All work) * Computer Hardware & Networking * Hard Work * Working confidently under pressure   + Fun loving nature   + Team spirit |
| **PERSONAL PROFILE** | **Name** : Nitin Verma  **Father’s Name** : Late Mr. Hira Lal Verma  **Date of Birth** : 13th Oct, 1988  **Nationality** : Indian  **Marital Status** : Unmarried  **Languages Known** : English & Hindi |
| **DECLARATION** | I hereby declare that the above information is true to the best of my knowledge and belief. |
| **Place : Mhow**  **Date : 09/04/2019 NITIN VERMA** | |