

CURRICULUM-VITAE

NITIN VERMA

33/A, Nature Valley Colony

Jamali – 453441, Dist. – Indore (M.P.)

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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

- Pursuing Result B.A. Final Year from Ignou.

QUALIFICATION

- 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

- MS Office : MS Word, PowerPoint.
- English & Hindi Typing
- Internet (All work)
- Computer Hardware & Networking

PERSONAL
STRENGTHS

- 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 : 31/05/2019

NITIN VERMA