

# Curriculum vitae

**Naveen Sharma**

**36 Pushpdeep vijay Nagar Indore (M.P)**

**43 Anukul Nagar Dewas (M.P)**

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## CAREER OBJECTIVE :-

To join an organization in which my Hard Work ,Sincerity & Honesty will be utilized to growing along work the organization.

## EDUCATION QUALIFICATION :-

- High School from M.P Board Bhopal.
- Higher Secondary from M.P Board Bhopal.
- BCA from Punjab Technical University.
- MPPSC Preparation
- M.A yoga from Devi Ahilya Vishwavidyalaya (Running)

## COMPUTER SKILLS:-

Operating System : Windows 98/2000/XP

Application software : MS office , MIS

Web designing : Photoshop, HTML

Language : Python,

Typing : Hindi & English

## PERSONAL SKILLS :-

- Excellent listening skills.
- Strong verbal & written communication skills.
- The ability to work as part of a team.
- Be self-driven & pro-active.
- Fast & accurate data entry skills.
- Excellent phone etiquette.
- A high level of accuracy & attention to detail.

**Experience:-**

- 1 year Experience as a office coordinator, exam cell and HR assistant (LAKSHMI NARAIN COLLEGE OF TECHNOLOGY) (LNCT GROUP INDORE)
- 2 year experience teaching IP, COMPUTER and HINDI higher and middle class.(Renuka Bal Mandir H.S.School Dadawadi indore , Aadarsh Bouddhik H.S. School Maruti Nagar Indore,United Mission H.S.School Sanwer Road Banganga Indore E.C.S Bagless School Kshipra Dewas)
- 5 year Experience as Center Manager, placement officer, Mobiliser, Conduct Exam and project related totally supervision. (DAY-NULM) DEENDAYAL ANTYODAYAL YOJANA –NATIONAL URBAN LIVELIHOODS MISSION project and (PMKVY) PRADHAN MANTRI KAUSHAL VIKAS YOJANA Project. (LAKSHMI EDUCATIONAL DEVELOPMENT SOCIETY BANGANGA INDORE)

**PERSONAL INFORMATION:-**

Name	Naveen Sharma
Father's	Satish Chandra Sharma
Gender	Male
Language known	Hindi English
Hobbies	Listening songs ,Reading Book

**Declaration:-**

I hereby declare that all above information is true to the best of my knowledge and belief.

Date

Place

Naveen Sharma