**Curriculum vitae**

**Naveen Sharma**

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

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

**Mob no.9907553868, 7999962325**

[**Sharmanavin647@gmail.com**](mailto:Sharmanavin647@gmail.com)

**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