



# SHARAD DUBEY

## 🎯 Objective

I will fully support my work & skills while making a significant contribution to the success of the institution as a responsible staff.

## 📁 Professional Experience

3 years' experience as a management in the Gyanda Academy, Gwalior

## 📁 Academic Qualification's

- 10th from MP Board Bhopal (2011).
- 12th from MP Board Bhopal (2013).
- B. Com from Jiwaji University Gwalior M.P. (2016).

## 📁 Professional Qualification's

- LL. B from Jiwaji University Gwalior M.P. (2022).
- Local Self Govt. Diploma from Bhopal M.P. (2021).
- PGDCA from Makhanlal Chaturvedi University Bhopal (2020).
- Computer Proficiency Certificate Test CPCT (2023).

## 📁 Career Experience Profile

- Providing counselling face to face, over the telephone, or online.
- Keeping confidential records.
- Provide basic information to prospective & current students reg. admission process & required documents.
- Enrolls, schedules, refers & transfers students to classes.

## 📁 Personal Details

- Name : Sharad Dubey
- DOB : 08th Oct.-1994
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Language know : Hindi, English.
- Address : 301, Rajshree Apartment Indrapuri Bhanwarkua, Indore

## 📁 Declaration

I hereby affirm the information given in this document is correct to the best of my knowledge.

SHARAD DUBEY

## Contact Details

📞: +91-9926585609

✉: sharaddubey818@gmail.com

📍: 301, Rajshree Apartment  
Indrapuri, Bhanwarkua, Indore

## 📁 Highlights: -

- 3 year's experience as a Management
- Knowledge of Civil services examination processes

## 📁 Area of Interest: -

- Management
- Teaching

## 📁 Technical Skills: -

- MS-Office
- PowerPoint
- Typing

## 📁 Hobbies:-

- Teaching
- Reading
- Cooking

## 📁 Strengths: -

- Excellent Leadership
- Excellent listening & Communication skills
- Time Management
- Work independently.
- Transparency



