**RESUME**

Name - MANISH KUMAR SHARMA

Father Name - RAMAVTAR SHARMA

Address - 53d vivek vihar, jagatpura, jaipur

Email id - [briskrider2106@gmail.com](mailto:briskrider2106@gmail.com)

Mobile no. - 9667000034

Skills/Ability - Knowledge of English/Hindi Typing & basic knowledge of computer

Work Experience - Computer Operator work in Department of agriculture

hobbies - playing games , yoga

Education qualification

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Degree | Year | Board |
| 1. | 10th | 2004 | Rbsc |
| 2. | 12th | 2006 | Rbsc |
| 3. | B.com | 2011 | Ru |
| 4. | M.com | 2013 | Ru |
| 5. | RS-CIT | 2012 | Vmou |

Date:- Signature:-

**RESUME**

**MANISH SHARMA**

**Contract-9667000034**

**E-mail – briskrider2106@gmail.com**

**Career object**

To plan, manage and implement best of my capabilities for the growth of the Institute and myself in any competitive environment

Organization : Sacretraite

Profile : Computer Operator

Job Responsibility: Typing Hindi & English on computer work, files, latter and other type work for P.A

Organization : Department of Agriculture

Profile : Work for Personal Assistant of Department

Job Responsibility: Work together Director’s P.A, work of computer,files,latter sending & Computer Operator work

Duration : From 6th Feb. 2019 to 20th oct. 2019

**Work Shop and Seminar**

social work for NGO Bhumi

**Academic Qualification**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Examination** | **Board/University** |
| 1. | Secondary | Rajasthan Board, Ajmer |
| 2. | Sr. Secondary | Rajasthan Board, Ajmer |
| 3. | B.com | University of Rajasthan, jaipur |
| 4. | M.Com | University of Rajasthan, jaipur |

**Professional Qualification**

RS-CIT 6 month computer Course from Vardhaman Mahaveer Open University, Kota

**Personal Details**

Name : Manish Sharma

Father’s : Sh. Ramavtar sharma

Address : 53D Vivek vihar, Jagatpura

Jaipur, Rajasthan

Pin- 302017

Contact : 9667000034

Status : Unmarried

**Declaration**

I hereby affirm that the above specified details are true to best of my knowledge and belief

Place : Jaipur Date :