GAURAV CHEEMA

IT PROJECT MANAGER

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# Career Objective

Showcase your most impressive accomplishments right here. Example-Highly motivated and results driven professional seeking a challenging role as a Project Manager. Leveraging 7 years of experience in developing and implementing successful project management strategies.

# Work Experience

## IT Analyst, CONTOSO SUITES 20XX - present

* Describe your job role in 2-3 bullet points. Avoid using too many bullets.
* Employers want to know what you've achieved. If possible, quantify what you have accomplished.
* Include key words from the job description in your resume.

## Systems Administrator, CONTOSO SUITES 20XX - 20XX

* Highlight your accomplishments but don't exaggerate; they will ask questions from your resume during the interview.
* If you are applying for a position in a new area, emphasize the skills you have established that will be useful in this position.

## Technical Support Specialist, VANARSDEL LTD. 20XX – 20XX

* Describe your job role in 2-3 bullet points. Avoid using too many bullets.
* Employers want to know what you've achieved. If possible, quantify what you have accomplished.
* Use simple language and make it easily readable. Recruiters who are unfamiliar with your specific field may review your resume.

# Education

Master’s Degree Name | College, University |20XX

Bachelor’s Degree Name | College, University |20XX

# Skills

|  |  |
| --- | --- |
| Communication  Teamwork  Critical thinking | Time management  Leadership  Adaptability |