Curriculum vitae

Narayan Kumar Jha

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**Career objective**

* To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.
* To become part of a progressive and reputed organization.
* To hold a position which give me a good opportunity for growth in an innovative and competitive world
* To strive for the improvement of self and organization through qualities like team- work, reliability and optimal performance.

**Strength**

Hardworking, Good organizing skills, Good planning and coordinating abilities, Strict towards work, Punctual, Motivator and Reliable.

# Academic Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **University**/**Board** | **Year of passing** | **Percentage** |
| **M.B.A** | Abdul Kalam Technical University | 2023 | 70% |
| **B.C.A** | IGNOU. | 2021 | 60% |
| **12th** | HBSE | 2014 | 70% |
| **10th** | HBSE | 2012 | 81% |

**Software proficiency**

* + HTML, CSS, Java Script, My Sql
  + Office suite: MS-office
  + Advance Excel (Pivot, MIS, Lookup, Protective sheets, Working with Multiple sheets)
  + E-Mail

# Work Experience

* + 4 Year Experience of Job of Clerk, School Management & Teaching.

**Responsibility-** Examination conduct Assignment work

Work on MIS

Hardware & Software Projector operator Generate Report Card Prepare questions paper Make Presentation Prepare Result on excel Knowledge of websites

# Area of Interest

* + IT Department
  + Technology
  + Marathon

# Key Attribute

* Highly oriented towards problem solving.
* Good Writing Skills.
* Leadership qualities.
* Ability to Plan, organize, prioritize my work and to meet the deadlines.
* Committed to learn new technologies.
* Excellent Information gathering and requirement analysis abilities.

# Extra Co-Curricular Activities

* Teaching Computer Applications.
* Surfing internet.

Date of Birth **:** 14.12.1996

**Personal Profile**

Gender **:** Male

Father’s Name **: Baidh Nath Jha**

Marital status **: Unmarried**

Languages Known **:** English and Hindi (Read and Write)

# Declaration

With all above characteristics, I am fully confident that I will prove to be a valuable asset for your organization and come up with flying color in all assignments entrusted upon me.

# (Narayan Kumar)

Date:- Place:-