

Ravi Shankar Pandey

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Objective:-

Seeking a Position To Utilize My Skills & Abilities In a Job Where Growth Prospects Are Unlimited & Individuality Is Recognized By Work, And To Achieve Professional Satisfaction By Meeting Higher Responsibilities & Moving In Competent Work Areas.

Experience:-

- Worked As a Computer Operator In Mantralaya Sachiwalay (CHIPS) [Apr2019 to Sep2019].
 - :-Typed Letters in Hindi & English in Microsoft Office & Kept Track of Passed Orders & Files in Microsoft Excel.
- Worked As a Computer Operator In Chhattisgarh Watershed Raipur [Aug2018 to Mar2019).
 - :-Collected Data of Few Projects Scheduled by Organization in all Districts of Chhattisgarh in Google Spreadsheets & After Downloading those Data's Organized them in Microsoft Excel.
- Completed Minor Project for CMD PG College (Atal Bihari Vajpayee University).
 - :-Created a Website for College's Computer Department Where General Information Was Uploaded by the HOD of Computer Department on a Weekly Basis in PDF Format. Previous Years Question Papers Were Also Available on the Website in PDF Format.

Professional Skills:-

- Troubleshooting and Research
- Good Communication
- Customer Service
- Data Analysis
- Multilingualism
- Data Entry
- Time Management

Key Skills:-

-Copy Writing, Video Editing, Audio Editing, Photo Editing, Microsoft Office Word, Microsoft Excel, Microsoft PowerPoint, Google Spreadsheet.

Education:-

-10th | 2013 | Chhattisgarh Board of Secondary Education |

-12th | 2015 | Chhattisgarh Board of Secondary Education |

-Bachelors of Computer Application | 2018 | CMD PG College (Atal Bihari Vajpayee University, Bilaspur Chhattisgarh) |

-Certificate of Participation in Workshop on Networking Technologies | 2016 | CMD PG College (Atal Bihari Vajpayee University, Bilaspur Chhattisgarh) |

-Certificate of Participation in Workshop on Ethical Hacking & Cyber Security | 2017 | CMD PG College (Atal Bihari Vajpayee University, Bilaspur Chhattisgarh) |

-Certificate of Merit in Workshop on Ethical Hacking & Cyber Security | 2017 | CMD PG College (Atal Bihari Vajpayee University, Bilaspur Chhattisgarh) |

Declaration:-

I Hereby Declare That The Above Mentioned Information Is Correct Up To My Knowledge And I Bear The Responsibility For The Correctness Of The Above Mentioned Particulars.

Yours Sincerely

Date :

Ravi Shankar Pandey