

# Ravi Shankar Pandey

Saraswati Niwas Badi Koni (495009), Bilaspur Chhattisgarh | 7879701413| pandey.ravi9800@gmail.com |

## 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 The 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
- Time Management
- Good Listener

## **Key Skills:-**

**-Copy Writing, Video Editing, Audio Editing, Photo Editing, Microsoft Office Word, Microsoft Excel, Microsoft PowerPoint, Google Spreadsheet, Typing (In Hindi & English), Basics of ASP.NET.**

## **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) |**

**-12<sup>th</sup> | 2015 | Chhattisgarh Board of Secondary Education |**

**-10<sup>th</sup> | 2013 | Chhattisgarh Board of Secondary Education |**

## **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**