

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 the Organization in all Districts of Chhattisgarh in Google Spreadsheets & After Downloading those Data's Organized them in Microsoft Excel.**
- Completed PhD Thesis for Dr. Aradhna Shukla [2018]**
- 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), Problem Solving, Basics of ASP.NET.

Education:-

- Full Stack Development Course from UpGrad Campus [Aug 2022 till July 2023].**
- 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) |**
- 12th | 2015 | Chhattisgarh Board of Secondary Education |**
- 10th | 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