

Curriculum Vitae

Naveen Sharma

Address:-

Moh.:- Miya Ki Sarai, Ward No. 13,
Near Govt. Sr. Sec. School (Boys), Narnaul
Teh.:- Narnaul, Distt.:- Mohindergarh
Haryana -123001



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Contact No.:- [+919991003423](tel:+919991003423)

Carrier Objective: -

To obtain a challenging and responsible position in a professional Organization wherein, I can contribute to the successful growth of organization by utilizing my skills and the hard work and further improve my professional skills.

Educational Qualification:-

- ☆ **10th (Secondary)** passed in April 2003, B.S.E.H., Bhiwani
- ☆ **12th (Senior Secondary)** passed in May 2005, B.S.E.H., Bhiwani
- ☆ **B.A.** passed in June 2008, M.D.U., Rohtak

Technical Education:-

- ☆ **Diploma in Computer Engineering(3years)** passed in June 2013, H.S.B.T.E., Panchkula.
- ☆ **One Year PDCA Diploma, An tech Institute, Nangal Chaudhary.**

Key skills:-

- ☆ MS Office, Basic HTML, Basic Hardware & Networking, Internet
- ☆ Operating Systems:- Window XP, Window 7, Window 8 & 10
- ☆ Office Condition working skills, Field work, Office Record, Purchasing, Store Related works etc.

Other Activities:-

- ☆ **N.S.S. Merit Certificate**
- ☆ **Y. L. D. Camp** in M.D.U., Rohtak
- ☆ **ASER Education Serve, New Delhi**

Experience:-

- ☆ **One Year experience as Community Development Consultant** in scheme **C.D.T.P.** (Community Development Through Polytechnics) Sponsored by **M.H.R.D.** (Govt. of India) at **B.K.N. Govt. Polytechnic, Narnaul** from 5th September, 2017 to 04 September, 2018.
- ☆ **One year experience as Junior Consultant** in scheme of **C.D.T.P.** (Community Development Through Polytechnics) Sponsored by **M.H.R.D.** (Govt. of India) at **B.K.N. Govt. Polytechnic, Narnaul** from **25-08-2015** to **24-08-2016.**
- ☆ **Three Year experience as Junior Statistical Consultant** in **C.D.T.P. Scheme** Sponsored by **MHRD** (Govt. of India) at **B. K. N. Govt. Polytechnic, Narnaul.** **16-08-2013** to **14-08-2014**, **19-08-2014** to **18-08-2015** & **01-09-2016** to **31-08-2017.**

Job Responsibility as per post:-

Community Development Consultant:-

- Planning, organizing and supervising the activities of the scheme.
- Coordination with various departments in the institution.
- Identifying live projects to be taken by students/staff.
- Review the work done by the different centres.
- Provide academic inputs, necessary support and guidance for different activities.
- Implement the total annual operational plan.
- Supervising fabrication and testing work.
- Liaison with Rural Development and Extension Departments.
- Preparation of Periodic reports for concerned authorities.
- Maintain data of passout students.

Junior Consultant:-

- Conducting survey regarding requirements of skills development programs and dissemination and transfer of affordable technologies.
- Acquainting the villagers with affordable technologies to be used by them.
- Conducting awareness, orientation and demonstration camps in different areas for the villagers and slum dwellers.
- Supervising the work of Trainers at the training Centres/Extension Centres.

Junior Statistical Consultant

- Maintain data for monthly report.
- Providing secretarial support to the Principal/ Community Development Consultant / Internal Co-ordinator etc., pertaining to the C.D.T.P. Scheme.
- Data Processing in connection with C.D.T.P. Scheme. Record keeping, data processing with respect to progress reports, annual performance report, operational plans, utilization certification and statements of accounts etc. from time to time.
- Any other C.D.T.P. work assigned by the Principal/ Internal Co-ordinator/ Community Development Consultant.

Personal Details:-

Father's Name : **Sh. Jasdev Sharma**
Date of Birth : 18-June-1987
Gender : Male
Marital Status : Married
Nationality : Indian
Language : Hindi, English
Permanent Address : Moh.:- Miya ki Sarai, Ward No.13
Near Govt. Sr. Sec. School (Boys), Narnaul
Teh.:- Narnaul, Distt.:- Mohindergarh
Haryana – 123001

Declaration:-

I hereby solemnly declare that all the facts mentioned above are true and correct to the best of my knowledge and belief.

Place: - Narnaul

Date:-

(Naveen Sharma)
(Signature)