

# Curriculum-Vitae

**KARTIC SHARMA**

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**Master's in Public Administration**

## ❖ Career Objective:

To pursue a career in the organisation where hard work and commitment to the organisation drives the growth of an individual and at the same time conduct my duties and responsibilities conscientiously with sincerity and to hard work in functional areas where my capabilities and skills are best explored and advanced.

## ❖ Summary:

- ❖ **High Management and Leadership skills**
- ❖ Equally good in academics as well as in extracurricular activities.
- ❖ Leadership qualities and team work as performed in University functions and activities.

## ❖ Educational Qualification:

Education	Board/University	Year	School/College	Percentage
<b>MA (Public Administration)</b> with specialization in HRM and Labour Welfare	Panjab University, Chandigarh	2020	Department of Public administration, Panjab University	<b>72.80%</b>
<b>Post Graduate Diploma in Human Rights and Duties</b>	Panjab university	2018	University school of open learning	<b>63%</b>
<b>B. Tech. (Mechanical)</b>	Punjab Technical University, Jalandhar	2016	S.Sukhjinder Singh Engg. and Technology College Gurdaspur.	<b>74.31%</b>
<b>10+2 (Non-Med)</b>	PSEB	2012	Tagore centenary public sr. Sec. School gurdaspur	<b>80.01%</b>
<b>10<sup>th</sup></b>	PSEB	2010	Tagore centenary public sr. Sec. School gurdaspur	<b>79.8%</b>

### ❖ **Achievements:**

1. **Qualified UGC-NET in Subject Public Administration in year 2022.**
2. **Conferred with "Swami Vivekananda youth award 2020" A State level youth award by Swami Vivekananda study circle (Ludhiana) Punjab.**
3. **Achieved Rank 3rd in the "Post graduate diploma in human Rights" Examination of Panjab University, Chandigarh during session 2017-2018.**
4. **Achieved Rank 3rd in University Declamation competition in year 2018.**
5. **National Service Scheme (NSS) B level Certificate.**

### ❖ **Academic Project:**

Submitted Field based Project Report during Post graduate Diploma in Human Rights(PGDHRD) on Topic:" Problems in Border Areas of Punjab and Human Rights violation".

### ❖ **Experience:**

1. **One year experience as freelance content writer in field of human resource, Social sciences, public administration etc. with *corporate bridge Mumbai*.**
2. **One Year experience as *Quality engineer* at Jalota steel and forge jalandhar.**

### ❖ **Competencies:**

- ❖ Creative thinker, fast learner and flexible resource.
- ❖ Excellent project management.
- ❖ **Leadership qualities.**
- ❖ **Typing Speed: 30 wpm**

### ❖ **Hobbies and Interests:**

- ❖ **Public speaking**
- ❖ Social service
- ❖ Singing
- ❖ Reading books

- ❖ **Internship: One month internship in "*Punjab state human rights commission*" from 1 Jan 2018 to 1 Feb 2018 in Chandigarh.**

## ❖ **ENGINEERING PROFILE:**

### ❖ **Major Project (During Engineering):**

1. Worked on project for final year **DESIGN AND FABRICATION OF STAIR CLIMBER TROLLEY.**
2. And also on **EXOSKELETON (HULC)** to increase lifting power of human being.

### ❖ **Vocational Training (During Engineering):**

1. Two month **internship** at **HR INTERNATIONAL JALANDHAR.**

(The objective of the training was to understand the process and to become familiar with various tool manufacturing processes)

2. **Attended 3 days workshop at IIT DELHI on new technologies that are introduce in automobiles.**

(The objective of the training was to understand the new technologies that are introduce in upcoming automobile vehicles. And to understand about the engine and parts of engine completely.

3. Four month industrial training **PROXIMA STEEL AND FORGE PVT. LIMITED JALANDHAR** and Two month software training at **GMAC SOFTWARE SOLUTIONS GURDASPUR.**

### ❖ **Technical Skills:**

- ❖ Working knowledge of MS-Office.
- ❖ Basic knowledge of design software CAD.
- ❖ Good communication and presentation skills.

- ❖ **Social work:** Member of **LOK SEVA CLUB (REG.) GURDASPUR**, Member of **Vivekananda Kendra, Kanyakumari(TN).**

- ❖ **Languages known:** Punjabi, Hindi and English

### ❖ **Personal details:**

Father's Name:	Sh. UMESH CHANDER
Date of Birth:	18 MARCH 1994
Permanent Address:	Vill. Thanewal PO. Babehali Gurdaspur Punjab (143521) India