

Anil Kumar Verma

Contact Information:

- Phone: +91 8302747126
 - Email: anilvermas1995@gmail.com
 - LinkedIn: [linkedin.com/in/anilverma95](https://www.linkedin.com/in/anilverma95)
 - GitHub: github.com/anilverma95
 - Address: Alwar, Rajasthan, India
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Objective

A dedicated and enthusiastic professional with over three years of teaching experience, seeking a career change to office work. Looking to leverage my strong problem-solving skills, proficiency in computer applications, and ability to learn quickly in a dynamic office environment.

Education

- **Diploma in Civil Engineering**
 - The Laxmi Devi Institute of Engineering and Technology, Alwar, 2021
- **Master of Arts in Geography**
 - Raj Rishi Bhartrihari Matsya University, Alwar, 2019
- **Bachelor of Education (B.Ed)**
 - University of Rajasthan, 2015
- **Bachelor of Science (B.Sc)**
 - Raj Rishi College, Alwar, 2014

Teaching Experience

Mathematics Teacher

- Private School, Alwar, Rajasthan
- June 2021 - 2024
 - Taught mathematics to students at various levels.
 - Developed lesson plans and educational materials.
 - Conducted assessments and provided feedback to students and parents.

Computer Basics Teacher

- Private School, Alwar, Rajasthan
- June 2021 - 2024
 - Taught basic computer skills, including Microsoft Office (Excel, Word).
 - Provided training on typing skills and internet usage.
 - Assisted students with understanding and using basic computer software.

Home Tutor

- Self-Employed, Alwar, Rajasthan
- June 2018 - 2024
 - Provided personalized tutoring in mathematics and computer basics.
 - Created individualized learning plans to meet the unique needs of each student.
 - Supported students with homework, exam preparation, and project work.

Technical Skills

- **Programming Languages:** Python, SQL
- **Web Technologies:** HTML, CSS, Flask, Django
- **Data Analysis Libraries:** Pandas, NumPy, Matplotlib, Seaborn
- **Software Proficiency:** Microsoft Office (Excel, Word)
- **Other Skills:** Fast learner, excellent typing speed

Office and Data Entry Skills

- **Data Entry and Management:** Proficient in accurate and efficient data entry.
- **MS Office Proficiency:** Advanced skills in Microsoft Excel (formulas, data analysis, pivot tables), Word, and Office Suite.
- **Database Management:** Basic knowledge of MySQL, PostgreSQL.
- **Fast Typing Speed:** High accuracy and speed in typing and data input.
- **Computer Operation:** Skilled in general computer operations, software installation, and troubleshooting.

Projects

GitHub Projects:

- [GitHub.com/anilverma95](https://github.com/anilverma95)
 - Developed several projects using Python and web technologies.
 - Implemented data analysis and visualization projects using Pandas, NumPy, Matplotlib, and Seaborn.

Additional Information

- Strong problem-solving and analytical skills.
- Excellent communication and interpersonal abilities.
- Adaptable and quick to learn new technologies and methodologies.
- Committed to continuous learning and professional development.
- Looking for opportunities in office work to utilize my skills in a new professional environment.