­­CURRICULUM VITAE

**PERSONAL DETAILS - SHANKAR HOODA**

Father’s Name: Sh. Subhash Chander

Residential Address: 118, Street No.-3, Rajiv Colony, Narela, Delhi-110040

Mobile: +91- 7678515898

Email: shankar\_hooda@yahoo.com , hoodashankar@gmail.com

Web Portfolio: <http://hoodaportfolio.netlify.app>

Date of Birth: 17 Sept. 1993

Marital Status: Unmarried

Religion: Hindu

Nationality: Indian

**CAREER OBJECTIVE**

To work hard with loyalty coupled with total dedication towards the organization that can utilize as well as enhance my capabilities to the optimum level.

**EDUCATIONAL QUALIFICATION**

Apr.2007 – Feb 2008 **Board of School Education Haryana, Bhiwani**

*Secondary*

Apr. 2009 – Mar. 2010 **Board of School Education Haryana, Bhiwani**

*Senior Secondary*

June 2010 – July 2013 **Maharshi Dayanand University, Rohtak**

*Bachelor of Computer Application (BCA)*

June 2015 – July 2016 **Maharshi Dayanand University, Rohtak**

*Bachelor of Education (B.Ed.)*

Oct. 2022 – Pursuing **MIA Digital University, Spain**

*Master of Science (Computer Science)*

**PROFESSIONAL QUALIFICATION**

Sep. 2010 – Oct.2011 **LIIT India, Panipat**

*Diploma in Computer Application*

Jan.2011 – May 2011 **ZAD Group of Institutions, Sonipat**

*C- Language Certificate*

Dec.2012 – Feb. 2013 **Gurukul Technical Institute, Sonipat**

*C++ LanguageCertificate*

**STRENGTH**

* Minutely monitoring and overseeing all operational areas of a logistical operation.
* Provide strong and supportive leadership to all staff who work for me.
* Regularly coming up with new & effective ways of making the distribution process more effective.

**OTHER SKILLS AND CERTIFICATES**

**Certificates By NSDC (National Skill Development Council): -**

**Distributor Salesmen (Retail)**

**Trainee Associates (Retail)**

**Documents Assistant (Logistics)**LSC/Q1122/290318/A4847

**Inventory Clerk (Logistics)**LSC/Q2108/310318/A5543

**Warehouse Picker (Logistics)**LSC/Q2102/310318/A5539

**Consignment Tracking Executive (Logistics)**LSC/Q1121/310318/A5538

**Consignment Booking Assistant(Logistics)**LSC/Q1120/310318/A5537

**Courier Delivery Executive(Logistics)**LSC/Q3023/310318/A5535

**Computer Skills:**

* C-language, C++ language Programming (Basic)
* HTML, HTML5, CSS, JavaScript, Core Java, Bootstrap, Tailwinds, Php, .Net Framework Adobe Photoshop, SQL(Basic)
* Microsoft XP,7,8,8.1Applications & Software
* Microsoft Office Document Imaging and Scanning - Advanced
* Hardware/Systems Design& Repairing, CCTV installation/online surveillance
* Microsoft Outlook Configuration, Email, Documents converter
* Networking, Android Application, Web Development
* Internet Surfing, Social Media, Web Designing
* Systems Maintenance/Assembling
* DBMS, XML

**Language Skills:**

* Hindi (Native Tongue)
* English

**Other:**

* Statics & Dynamics Websites Creativity

**WORK EXPERIENCE**

**Full Time : >>>>>**

* **Currently** running a partnership firm named **Mahadev Trading Company** (North west delhi distributor of Best Day Oil, Ninja noodles, Modikhana wheat flour) and working as a freelancer web developer work from home.
* **As an IT Coordinator with Parwati Modern School (Sep. 2013-Feb. 2016)**

(Responsibilities: • Monitoring/maintenance activities like : network, Backup, troubleshooting, repairs and data restoration, maintenance of licences and upgrade schedule, school records and files, result submitting)

* **As Assistant Manager in AM INDIA MART-a retail sector outlet (Feb. 2016-Feb. 2017)**

(Responsibilities : • Training sales associates, monitoring inventory and ordering merchandise based on demand, support manager in organizing planning and implementing strategy. Organise daily activities, analyze and interpret data and prepare reports on the analysis result. Interact with customers and understand their needs and specifications.)

* **Project Coordinator, with DE Unique Education Society-a Training Partner with NSDC, on Skill Development Centres (PMKK, PMKVY projects) (March 2017 -Feb. 2020)**

(Responsibilities: • Teaching, Staff Recruitment, facility management, safety and security, inventory,

• Maintain/update all files, registers and records of training, admin work,

• Technical & Official Helpdesk, SSC (Sector Skill Council) coordination, MIS and responsible for project handling issues.

• Ensuring the availability of service infrastructure and service material.

• Ensuring timely updating of software, hardware in accordance of information at the NSDC portal.

• Conducting introduction and feedback sessions for batches.

• Liaison with potential employers for student exposure visits, site visits, guest lecturer and placements of the students after successful training.

**Part Time : >>>>>**

**1. ->> As an Assessor (Examiner) worked for many govt projects (PMKVY, PMKK, DDU-GKY, SSDM) under NSDC (National Skill Development Council)(Feb. 2015. - Dec. 2017).**

(Responsibilities : • Conducting Exam/Assessment which comprises theory, practical and viva-voice in online or offline mode.

• Collecting and Compiling the answer sheets at the end of the examination as directed by the assessment agency.

• Submitting the answer sheets in time with the result, along with other relevant documents (student's id, attendance record, etc.) to the assessment agency.

**2. ->> As an Assessor in School Audit/Inspection for DCPCR (Delhi Commission for Protection of Child Rights), by QCI (Quality Council of India)(Dec. 2019 - May 2020).**

(Responsibilities: • In this project, I worked as an Assessor with a team.

• We covered almost 25 schools which included both govt. and private. Important points covered in the assessment are given below :

•> Physical Environment: like - dust, gases, lighting, noise, ventilation etc.

•> Building/Infrastructure: like - windows, doors, floors, stairs, roofs, walls, elevators etc.

•> Electrical : like - switches, cables, connectors, grounding, connections, breakers.

•> Fire Protection Equipments: like - extinguishers, sprinkler, alarm system, access to equipment hazardous products, fire exit plan etc.

•> Power equipments, storage Facilities, roadways and walkways, lifting components, safety devices, psychosocial hazards.

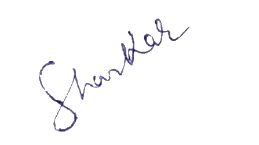
•> Hygiene and first-aid facilities.

•> Safety and Security.

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines.
* Enthusiastic self-starter who contributes well to the team.

**INTERESTS AND ACTIVITIES**

* Learning new/upgrade technology, hills travelling, ****creative ideas.

**Date: 17 Nov. 2022**

**Place: Narela (Delhi) (SHANKAR)**