

SITA VERMA

Village- Harrai West, Post- Waidhan

Dist. - Singrauli, State- Madhya Pradesh,

486886 Mobile No.:- +91 8319022451

Email ID:- vermasitaele@gmail.com

CURRICULUM **VITAE**

CARRIER OBJECTIVE:-

- ☒ To contribute in a positive way towards the growth and development of the organization. I work for and at the same time ensuring personal growth alongsidethe growth of the organization.

EDUCATION QUALIFICATION:-

- ☒ Passed Matriculation from **M.P. BOARD** with an aggregate **75%** in the year of 2012.
- ☒ Passed Intermediate from **M.P. BOARD** with an aggregate **67%** in the year of 2014.

TECHNICAL QUALIFICATION:-

- ☒ Completed three year **Diploma in Electrical branch** from **RGPV University, Bhopal (MP)** with an aggregate **7.15 CGPA** in the year of 2017.
- ☒ Completed **B.E/B.Tech in Electrical & Electronic Engineering** from **RGPV University, Bhopal (M.P.)** with an aggregate **8.44 CGPA** in the year of 2020.

COMPUTER KNOWLEDGE:-

- ☒ MS-Office (MS-Word, MS-Excel, MS-Power point) etc.

VOCATIONAL TRAINING:-

- ☒ 15 Days vocational training from **Reliance Sasan Power Plant**, Singrauli(MP).
- ☒ 15 Days vocational training from **NTPC Vindhyachal**, Singrauli(MP).

EXPERIENCE:-

- ☒ One year experience as a computer operator from **Dhoot Transmission Pvt. Ltd,Pithampur(m.p)**.
- ☒ **Job Responsibilities:-**
 - Daily Energy reading update.
 - Daily MIS Data update.
 - Make article on the M/C (Automatic cutting & crimping m/c).
 - Daily check sheet update like monthly and yearly both PM check sheet ,
bgraph,utility check sheet extra.
 - Monthly Invenry(Applicator tool & M/C spare).
 - Daily Tool history card update .

Stock management .

Daily used Applicator tooling & M/C spare consumed on both the system &SAP.

PERSONAL DETAILS:-

☒ Name	:	Sita Verma
☒ Father Name	:	Late LoleRam Verma
☒ Mother Name	:	Late Panpati Verma
☒ Date of Birth	:	22/04/1997
☒ Nationality	:	Indian
☒ Marital Status	:	Single
☒ Religion	:	Hindu
☒ Sex	:	Female
☒ Physical Status	:	Height: 5'0" & Weight: 42Kgs.
☒ Language Known	:	Hindi & English.
☒ Hobby	:	Reading books and watching motivational videos.

DECLARATION:-

I do hereby declare that all the above information given by me is true and correct to the best of my knowledge, I hope you will consider my CV and give me chance to be with you. I will be grateful to you.

Date :

Yours Faithfully

Place:

SITA VERMA

