

Sub- Regarding vacancy for the post of _____ .

Dear Sir/Ma'am

Greetings

This is with reference to the vacancy in your esteemed organisation for the post of _____ . Please find my resume attached for your reference.

I have completed my B Tech from Sushant University in 2019. As a fresher, I aspire to add value and experience in my domain to be able to become an **ace civil engineer**.

Looking forward to a positive response.

Thanking you

Regards

Adarsh Ankit

7678620460

ADARSH ANKIT

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OBJECTIVE

Seeking a career in challenging and interesting construction/project management which will allow me to work with leading areas of technology with opportunities to learn, innovate and enhance my skills and strengths in alignment with company's goals and objectives.

ACADEMIC PROFILE

S NO	Courses	School/university	Boards/universities	Year of passing	Percentage/CGPA
1	B Tech	SET	Sushant university	2019	56
2	12 th	Sher Shah College	NIOS	2015	64
3	10 th	Kathuria Public School	CBSE	2013	60
4	M Tech	SET	Sushant university	2023	66

TECHNICAL SKILLS

- Operating system—Window 7, 8, 12 and XP.
- MS office – MS word, MS Excel, MS PowerPoint.
- AutoCAD 2D & Primavera (basics).

SOFT SKILLS

- Managerial and planning skills
- Curious to learn new things
- Ability to cope with failures and try to learn with them
- Communication skills
- Teamwork

TRAININGS

1. **Summer training of AutoCAD (from Aug – Sep, 2018)---**

Underwent a one-month training on a software named AutoCAD and learnt the basics i.e., AutoCAD 2D.

2. **Summer internship in urban governance (from July – Aug, 2022)---**

Underwent one month training in urban governance and dealt with different types of Right to Information Act.

EXTRA CURRICULAR ACTIVITIES

- Playing Piano
- Reading books

PERSONAL DETAILS

Father's name	Ashutosh Kumar
Date Of Birth	01/05.1997
Language known	English, Hindi

DECLARATION

I hereby declare that all the information mentioned above is true and complete to my best knowledge and belief.

Date: 21/11/22

Place: Saket