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**Name : Jayendra Sharma**

**Address**  **:** 27 Arora Colony, Sanjit Naka, Mandsaur-458001 (MP)  **Mobile No :** +91 – 8770134993  **Email Id**  **:** [Sharmajayendra5@gmail.com](mailto:Sharmajayendra5@gmail.com) **D.O.B** **:** 1st July 1999

**CAREER OBJECTIVE:** I envisage a dynamic role in your industry, where my potential and professional skills can be harnessed to the maximum which will prove to be beneficial to the organization & to do something that others can follow.

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| **ACADEMIC CREDENTIALS :** | | | |
| **Qualification** | **Institution/University** | **Percentage/CGPA** | **Year** |
| B.C.A | (VikramUniversity) | 52.73% | 2020 |
| HSC | Talent Public School (MP Board) | 65% | 2016 |
| SSC | Kendriya Vidyalaya Vidisha (CBSE) | 4.4 CGPA | 2014 |

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| **WORK EXPERIENCE:** |
| * **Organization Name:  *SS4 SECURITY MANAGEMENT PVT. LTD.***   **Designation** : HR Asst Manager  **Duration** : 1year 2 month  **JOB PROFILE:**   * Salary Sheet * Salary Payment * Accounts & all other HR related works. * **Organization Name: HG Infra Pvt Ltd**   **Designation:** HR Admin  **Duration:** 6 Month  **Job Profile:**   * Making Salary Sheet Monthly of Employee * EPF & ESIC * Hiring New Employee |

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| **LINGUISTIC PROFICIENCY** : |
| * English * Hindi |

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| **COMPUTER LITERACY :** |
| * MS Office (Word, Excel and PowerPoint) * Focus & Tally * Udyog |

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| **AWARDS AND ACHIEVEMENTS:** |
| * Karate (Inter National) – Gold * Football State Level |

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| **PROFESSIONAL SKILLS:** |
| * Analytical skills * Strong Problem solving ability with personal and business maturity * Ability to achieve targets in a process driven environment * Good leadership qualities and team spirit |

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| **COMPUTER LITERACY :** |
| * MS Office (Word, Excel and PowerPoint) * Focus & Tally * Udyog |

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| **HOBBIES & INTERESTS** : |
| * Playing Football * Travelling * Bodybuilding |