

SUMIT SHARMA

Address-H.no 362 Prashant Enclave Baprola New
Delhi Contact No. 9311870970
Email ID. 12netr1234@gmail.com

OBJECTIVE

Dedicated and versatile Social Work professional with experience successfully treating, motivating, and advocating for a diversified work. Proven ability in multidisciplinary coordination; Sincerely commitment to exceptional patient care; Fluent in English and Hindi.

EDUCATION

Qualification	School/University	Board	Year of passing
BA	IGNOU	Open Board	Persuing
Higher Senior Secondary	Baprola Govt Sr Sec School	CBSE	2020
Senior Secondary	Dhruva Public School	CBSE	2018

EXPERIENCE

Webclick India Pvt Ltd

Designation: SEO(Search Engine Optimization)

Duration : 3 Months Experience

Swiggy Instamart

Designation: Computer Operater

Duration : 11 Months

Responsibilities: Responsibility maintain daily stock. Maintaining the database of the monthly and daily reports. Handling all the admin's mail.

CERTIFICATE

Solution 18 Computer Academy

Course : Advance Computer Course

Duration : 6 Months

SKILLS

Wordpress , Css , Html, Javascript, Bootstrap ,Goolge ads and Ms Office