

NARENDER VERMA

📍 Holambi Kalan Delhi-110082 | 📞 96252 30771 | ✉ narenderkumar2348@gmail.com

To secure a challenging entry-level position in a dynamic organization where I can apply my academic knowledge and strong work ethic to contribute positively to the team's goals. I am eager to learn, adaptable, and committed to continuous growth and professional development.

EDUCATION

GRADUATION

Delhi University

Pursing

CENTRAL BOARD OF SECONDARY EDUCATION (CBSE)

Senior Secondary (12th)

Govt. Boys Senior Secondary School

Holambi Kalan Delhi

2021-2022

CENTRAL BOARD OF SECONDARY EDUCATION (CBSE)

High School (10th)

Govt. Boys Senior Secondary School

Holambi Kalan Delhi

2019-2020

SKILLS

- **MS Office:-** MS Word, MS Excel, MS PowerPoint (with Jan Shikshan Sansthan Certificate.)
- **Advance Excel:-** Vlookup, Sumif, Sumifs, Ifs, Custom, etc.
- **Advance Google Sheet:-** FMS, IMS, PMS, Delegation Sheet, Data Management, etc.
- **Google App Script**
- **Artificial Intelligence AI:-** ChatGPT, Phind, Google Gemini, Leonardo.AI, etc
- **Looker Studio:-** Dashboard Making, Data Managing, Data Analyse, etc.
- **Google Sheet Automation:-** Automate delegation sheet, Invoice Generator, PO Generator, etc.
- **Working as per BCI System**

PROJECTS

Portfolio :- [Narender-Portfolio](#)

WORK EXPERIENCE

- 1-year experience as Computer trainer in PC Boudh organization (Trained to the students about MS office, Internet and Google sheet)
- Currently working in Shanaya Motor & Appliances Company as MIS Executive scenic May 2023

JOB RESPONSIBILITIES

- **PC Boudh Computer Center:** - I conducted training sessions for students on MS Word, MS Excel, MS PowerPoint, and Internet usage. My responsibilities included accurately calculating and managing student fees, as well as organizing and administering tests and examinations to assess student progress.
- **Shanaya Motor & Appliances:** - I maintained production and dispatching data using Google Sheets and Google Forms. I created dashboards for data analysis and developed advanced Google Sheets using App Script for enhanced functionality. Additionally, I handled IT-related tasks and some other responsibilities within the company.

PERSONAL DETAILS

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|------------------|-----------------|
| ➤ Father's Name | Mr. Santosh |
| ➤ Date of Birth | 07/01/2005 |
| ➤ Marital Status | Unmarried |
| ➤ Language | Hindi & English |

DECLARATION

I hereby declare that all the above-mentioned information is true.

Place: - Delhi

Signature

(Narender)