

Curriculum Vitae

LOVE KUMAR SHARMA



Current Address: -H.NO - 127/7
Deep Gali, Surya Nagar, Chandpur Road
District - BULANDSHAHR (U.P.) 203001
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CAREER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

ACADEMIC CREDENTIALS

Course	University/Board	Colleges/School	Year	Aggregate
BA	Ch. Charan Singh University	D.A.V Degree College, Bulandshahr	2011-2014	41.00%
12 th	CBSE, New Delhi	Babu Bodraj Convent School, Sikandrabad, Bulandshahr	2011	46.33%
10 th	CBSE, New Delhi	Babu Bodraj Convent School, Sikandrabad, Bulandshahr	2008	60.00%

SKILLS

- Working Platform: Windows XP,7,8,10,Ubuntu.

DIPLOMA & TRAININGS

- Qualified Six Months Course DOEACC “CCC”.
- Diploma of Basic knowledge of Computer Fundamental from NIT.

WORKING EXPERIENCE

- Data Entry Clerk Cum Typist in District Court Bulandshahr from 23 September 2011 to 1 February 2018 on daily wises.
 - Job Responsibilities: -

- Maintain M.I.S and daily update on High Court Website.
 - Reporting & Maintain files
 - Feeding New cases on High Court Web Page.
 - Typing Orders.
- Data Entry Operator/P.A. in Mahila Samakhya Bulandshahr (A Unit of Mahila Evam Bal Kalyan Vibhag, U.P. Government)
- **Job Responsibilities: -**
 - M.I.S & Reporting.
 - Reporting & Maintain files.
 - Handling Cases of Domestic Violence as a P.A. District Protection Officer.
 - Monitoring in “Kasturba Gandhi Girls Awasiya Vidhalya & Vihan Awasiya Boys & Girls Vidhalya”.
 - Working Along with UNICEF Project as a District Data Entry Operator.
 - Handling Recruitment process of Field Staff.
 - All typing works.

PERSONAL INFORMATION

Father's Name	:	Mr. Akhilesh Kumar Sharma
Date of Birth	:	19- Mar- 1993
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Language	:	Hindi & English

Declaration:

I hereby declare that above mentioned information is correct and best to my knowledge.

Place: BULANDSHAHR
SHARMA
Date:

LOVE KUMAR

