

# CURRICULUM VITAE

**ARVINDRA VERMA**

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## Career objective:

To take up a challenging career grow with honesty, loyalty, good relationship and best performance and translate my experience, knowledge, skills and abilities into value for an organization.

## Educational Qualification:

- ❑ **I have completed E-SOP in comprehensive (Professional level).**
- ❑ **Digital marketing workshop 1Nov,2020 to 1Dec,2020 in TechEra.**
- ❑ **GE\_HealthCare participate in advance covid19 Program course 2020 by (EFOS.in).**
- ❑ **Hardware and networking from ICA Shine.**
- ❑ **RHCT from passed in Red hat, Inc (02/2011).**
- ❑ **Red hat certificate or participation in 2010 (01/2010-12/2010).**
- ❑ **CCC PASSED IN NEILIT (2018).**
- ❑ **Office Assistant and soft skills training in ministry of skill development.**
- ❑ **I have completed in IGD Bombay art in government of Maharashtra.**
- ❑ **I have completed B. ED from Bundelkhand university (2018-2020).**
- ❑ **Graduation from Bundelkhand University (2006-2009).**
- ❑ **12 from UP BOARD ALLAHABAD (2006).**
- ❑ **10 from UP BOARD ALLAHABAD (2004).**

## Technical Support Skills:

- ❑ Operating Systems: Windows XP, Win7.
- ❑ Application: Microsoft Office 2007,2010 (Word, Excel, Power Point).

## Hardware and Networking:

- ❑ Assembling and troubleshooting of hardware devices.
- ❑ Installation of all Microsoft Windows **Series** (Win7, Win10).
- ❑ Microsoft Windows maintenance, dual booting, updating antivirus, updating windows.
- ❑ Disk Management, Partitions, Folder sharing, Access Permission.
- ❑ **Printer** and **scanners** installation and troubleshooting.
- ❑ Modem configuration and Data Cards installations.

- ☐ Basic networking, Configuration of TCP/IP setting.

### **My Assets:**

- Honesty & Confidence.
- Sincerity, hard work, and dedication.

### **Work Experience:**

- ☐ Worked as Sales manager in A&N Softech pvt.ltd Kanpur, (02/2014-02/2020).
- ☐ Worked as IT trainer in NULM project for one year.
- ☐ Worked on the post of councilor in Kashi Prasad Mahavidhalaya for one year.
- ☐ Worked as an office assistant Natraj Hyundai in Jhansi. (02/2020-07/2020)
- ☐ Worked as Soft skill trainer in DDU-GKY Jhansi from Frostees India pvt.ltd (2Dec,2020 to 23feb,2021).
- ☐ I am worked from DB Tech as a Communication English & ITES Trainer (09Feb,2021 to 30Jul,2021)
- ☐ Right now I am working from Advect skill Pvt. Ltd. as a Centre Manager.

### **Personal Details:**

Father' Name: Chhakki Lal Verma  
Mother' Name: Asha Verma  
D.O.B: 10/07/1989  
Marital Status: Single  
Nationality: Indian  
Religion: Hindu  
Language Known: Hindi & English

### **DECLARATION:**

I do hereby declare that the statement made in this document are true to best of my knowledge and belief.

DATE:     /     / 2021

PLACE:

(ARVINDRA VERMA)

