

# Sumit Shrivastava



## // Profile

**Name**  
Sumit Shrivastava

**Date of Birth**  
Dec 27<sup>th</sup> 1992

**Address**  
G. Shyam Nagar,  
Near Collector Colony,  
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## // Career Objective

I'm keen to work in the Technical industry in a challenging setting. I want to learn new skills and enjoy working a team environment. My strengths are my interpersonal skills and ability to problem solve.

Seeking position in government jobs as managerial executive. I am a person that smart, dedicated, have the management skills and good leadership.

## // Employment

**Feb 2018 – Jan 2019**

Computer Operator at "Janpad Panchayat Bodla"

**Jul 2019 – Jan 2020**

Computer Operator at "Jila Panchayat Kabirdham"

**Aug 2020 – Present**

Computer Operator at "Nyayalaya Tahsildar Nazul Kawardha"

## // Education

<b>2008</b>	H School	CGBSE-Raipur	2 <sup>nd</sup> Div
<b>2012</b>	HS School (Maths)	CGBSE-Raipur	3 <sup>rd</sup> Div
<b>2014</b>	DCA*	PRSU-Raipur	2 <sup>nd</sup> Div
<b>2018</b>	BCA*	CVRU-Bilaspur	1 <sup>st</sup> Div

## // Skills

Microsoft Office	● ● ● ● ●	Organization	● ● ● ● ●
Windows	● ● ● ● ●	Communication	● ● ● ● ●
Mac OS	● ● ● ● ●	Time Management	● ● ● ● ●
Accounting	● ● ● ● ●	Team Player	● ● ● ● ●
Data Handling	● ● ● ● ●	Commitment	● ● ● ● ●
Web Skills	● ● ● ● ●	Problem Solving	● ● ● ● ●

## // Programming Languages\*

- Programming in C
- Programming in C++
- Visual Basic 6.0
- HTML
- DBMS, SQL