

CURRICULUM VITAE



OM PRAKASH SHARMA

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D.O.B-14/12/1986

Targeting Executive Assistant Positions

- Working as a personal Assistant to maintain daily appointments, Travel management, diary maintainers, picking phone calls and managing social media with Mr. Ashul Yadav Leader of Samajwadi party and cousin brother of Ex. Chief Minister of Uttar Pradesh Mr. Akhilesh Yadav.
- PTU University Master of Computer Application a strong academic background in IT combined with excellent internship experience as a helpdesk analyst.
- Consistently recognized for technical troubleshooting skills used to rapidly and cost-effectively resolve challenging technical issues.
- Quickly learn and master new technology; equally successful in both team and self-directed settings; and proficient in a range of computer systems, languages, tools and testing methodologies.

Education

Punjab Technical University 2011-12

MCA –Master of Computer Application

Percentage – 72.99%

Graduation 2008

HIMACHAL PRADESH UNIVERSITY

Percentage- 55%

Senior Secondary Examination-H.P.S.E.B-2005

Percentage:-66%

Higher Secondary Examination-H.P.S.E.B-2003

58%

WORK EXPERIENCE

1. **Personal Assistant with Mr. Ashul Yadav Leader of Samajwadi party and cousin brother of Ex. Chief Minister of Uttar Pradesh Mr. Akhilesh Yadav(10th of sep. 2014 to till):-**
 - I have to arrange daily appointments.
 - Day to day work. Keeping record in diary of daily work.
 - Picking the phone calls and manages the all telephonic task.
 - Travel management and calendar management.

- MOM management.
- Keeping records in computer and also in files.
- Dealing with people as a P.R.O.
- I have to manage the all social media.
- Also I have to handle administrative work to handle all the staff.

2. WebUniv Infotech Ltd. – Sikkim Manipal University as a IT trainer (8th of Nov 2011 to – 2014)

Personal Profile

FULL NAME	Om Prakash Sharma
DATE OF BIRTH	14 Dec 1986
SEX	Male
NATIONALITY	Indian
LANGUAGES KNOWN	English, Hindi.
FATHER'S NAME	Jyoti Lal
MOTHER'S NAME	Asha Devi

Available for Relocation & Travel

Om Prakash Sharma

Date:-

Place:-