**RESUME**

***Bhawna Sharma***

***Mobile:****+91-8360919566*

***Email ID :*** [***bhawna93sharma@gmail.com***](mailto:bhawna93sharma@gmail.com)

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| ***Career Objective*** |

To work with a reputed organization that provides me opportunities to move with time in this changing world of technology and to utilize my potentials and skills to give and get best.

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| ***Professional Summary*** |

* Total **3.6 year** of experience in **National Informatics Centre(Delhi, Chandigarh)** as Assistant Training Leader under Velocis Systems Pvt. Ltd.
* Long term trainer on e-office server in all major government departments including **Punjab governor House, MILKFED, Department of Governance Reforms, Punjab Police Headquarters, Punjab Municipal Corporation, PUNSUP and Mahatma Gandhi State Institute of Public Administration and many more.**
* Good communication skills with ability to communicate clearly, concisely and effectively with upper level officers and other areas of the business.
* Extensive experience in resolving backend errors in entire Punjab state.
* Sense of urgency and working towards deadlines, ability to prioritize.
* Positive and constructive attitude.

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| ***Work Experience and Project Profile*** |

***Company Name: Velocis Systems Pvt.Ltd, Chandigarh***   **May 2016 – Present**

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| **Project Name** | e-Office- A Digital Workplace Solution | | |
| **Total Experience** | **2.9 Years** | | |
| **Role** | Assistant Training Leader | Team Size | 22 |
| **Responsibilities:**   * Team Lead for a team of 22 people implementing the Project in 22 Districts of Punjab * To impart trainings, managing the training schedule, support and feedbacks in various Govt. Departments.**.** * Managing database security/integrity and backup procedures * Troubleshooting/Restarting the server * Writing reports, documentation and operating manuals * To provide functional and technical support, troubleshooting and diagnosing hardware and software problems, including desktop, laptop, LAN, and remote systems. | | | |

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| ***Sr. No.*** | ***Department Name*** | ***No. of Trainees*** |
| 1 | Punjab Governor House , Chandigarh | 25 |
| 2 | [Punjab State Cooperative Milk Producers Federation Ltd (Verka), Chandigarh](https://www.fundoodata.com/companies-detail/Punjab-State-Cooperative-Milk-Producers-Federation-Ltd-(Verka)/54643.html) | 30 |
| 3 | Department of Governance Reforms(DGR),Chandigarh | 45 |
| 4 | Punjab Police Headquarters, CHD | 55 |
| 5 | Punjab Municipal Infrastructure Development Company, CHD | 35 |
| 6 | Mahatma Gandhi State Institute Of Public Administration, CHD | 32 |
| 7 | Punjab State Civil Supplies Corporation Limited ,CHD | 12 |
| 8 | Punjab Mandi Board, Mohali | 60 |
| 9 | Central Goods and Service Tax, Jalandhar | 23 |
| 10 | Central Goods and Service Tax, Ludhiana | 20 |
| 11 | Central Goods and Service Tax, Amritsar | 26 |
| 12 | Office Of Deputy Commissioner, Amritsar | 70 |
| 13 | Office of Municipal Corporation, Amritsar | 10 |
| ***Total No. of Trainees*** | | ***443*** |

***Company Name: SU-Solartech System Pvt. Ltd, Chandigarh***  **Aug 2015 – May 2016**

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| **Project Name** | Solar System, Lights and Lanterns | | |
| **Client Name** | HAREDA,PEDA,V-Gurad | | |
| **Total Experience** | 9 months | | |
| **Role** | Executive Engineer | Team Size | 15 |

**Responsibilities:**

* Testing the Solar circuits
* Making BOM/BOQ and layouts of structure
* Tender Filling
* Documentation

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| ***Industrial Training*** |

**July-August 2014**

Name of the organization **Bharat Electronics Limited(BEL)**

Duration 6 weeks

Training at Communication Systems used in Defence and Surface

**July-August 2013**

Name of the organization **Spadez Solutions Pvt. Ltd.**

Duration 6 weeks

Training at Industrial Automation(PLC,Scada)

**Extra Co-Curriculum Activities**

* Won 1st Prize in Find Bug Competition at college level.
* Won 1st Prize in Skit Competition at college level

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| ***Academic Profile*** |

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| **Year** | **Degree** | **Board/university** | **Specialization** | **Marks** |
| **2011-15** | B.Tech | Kurukshetra University Kurukshetra | E.C.E. | 75% |
| **2010-11** | P.U.C | Haryana Board of School Education | NON-MED | 86% |
| **2008-09** | H.S.C | Haryana Board of School Education | ALL Subjects | 80% |

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| ***Personal Details*** |

**Name :** Bhawna Sharma

**Father’s Name :** Sh. Paramjeet Sharma

**DOB** : 23-09-1993

**Marital Status** : Married

**Languages Known :** English, Hindi and Punjabi.

**Hobbies :** Food lover, Badminton

**Declaration:**

I hereby declare that the above-furnished details are true and correct to the best of my knowledge.

**Place: Chandigarh** **Bhawna Sharma**