

RESUME

Sumit Chakrawarti

Address:- 12 No stop Indira Nagar Multi Bhopal (462039)

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OBJECTIVE

To work with an organization where can learn new skills and increase my abilities for the organizational goals as well as myself.

EDUCATIONAL QUALIFICATIONS

- 2014 10th from Saraswati Shishu Mandir(M.P Board), Bhopal with 47% marks.
- 2016 12th from Sarswati Shishu Mandir(M.P Board), Bhopal with 50% marks
- 2019 BCA from Barkatullah University, Bhopal with 56% marks.
- 2021 MCA from RGPV University, Bhopal with 85% marks.

PROFILE SUUMARY

- A competent professional with experience in **Office Administration**.
- Proficient in handling the activities in coordination with the internal departments for smooth business operations.
- Demonstrated skills in relationship management coupled with expertise in handling top & confidential correspondence with clients.
- Skills in maintaining records & writing the minutes of the meetings and corresponding with external & internal clients.
- An effective communicator with excellent interpersonal, & relationship management skills .

WORK EXPERIENCE

- Working as an Assistant Computer Operator in Dispatch Admin.
- In AISECT Graphics and Systems Division (Mandideep).
- Manage Material Dispatch.
- Updating Docket Entries.
- Prepare and submit weekly/monthly Dispatch reports.
- Establishing and maintaining files & records for the office.

TECHNICAL KNOWLDEGE & SKILLS

- Basic Knowledge of computer
- Programming Languages : Java ,JSP, Servlet.
- Database : MySQL.

- Other Technologies : HTML, CSS, AJAX, jquery.
- Development Tools: NetBeans.

STRENGTH & HOBBIES

- Coding
- Playing Guitar
- Listing Music

PERSONAL DETAILS

Father's Name : Babulal Chakrawarti

D.O.B : 01-01-1998

Gender: :Male

Marital Status : Unmarried

Nationality : Indian

Religion : Hindu

Language Knowledge: :Hindi,English and Nimadi

DECLARATION

I hereby declare that the above information is true best of my knowledge.

Date

(Sumit Chakrawarti)

Place:-Bhopal (M.p)