**RESUME**



SHARAD KUMAR VISHWAKARMA

S/O LATE Nageshwer Thakur

Vill & Post:- Pathkauli

Post- Sadar, Dist- Azamgarh.

Pin - 276125

Mob 07272850852

E-mail:- anishsharadanu77@gmail.com

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**Objective:**

To expand my professional horizons by seeking new challenges and utilizing concepts and principles absorbed by working experience.

**CORE COMPETENCIES**:  
- Analytical ability and strong organizational skills to balance a variety of programs to meet deadlines.  
- Excellent interpersonal skills, effective verbal communication, strong team player, enjoy working in dynamic circumstances.  
- Ability to understand commercial issues and contribute to strategic planning initiatives.

**Academic Qualification:**

* High School from U.P. Board, Allahabad in 1992 with 3rd Div.
* Intermediate from U.P. Board, Allahabad in 1996 with 3rd Div.
* COPA form N.C.V.T.
* Graduation from V.B.S.P.U. Jaunpur. In 1999 with 2nd Div
* P.G. from V.B.S.P.U. Jaunpur. In 2001 with 2nd Div

**PROFESSIONAL EXPERIENCE**:

* Two year working experience in Ram Krisan Paramhans I.T.C.Lalganj.Azamgarh
* Five than more year experience in self organization.
* Confidence, Good sense of humor, Good Communication skill & Hard working,

Leadership Quality.

* Two year experience as a manager self organized workshop.

**IT SKILLS**:  
 MS-Office (Word, Excel, PowerPoint),

**JOB PROFILE**:-  
 Problem  
 Team Co-operation  
 Handling the staff Customer Service  
 Stock recognized  
 Stock Responsibility  
 Solve the Customer  
 Briefing  
 OS installation

* Driver and software installation
* Internet online form fillup
* online fund distribution
* whole file and folder managing
* Data editing, formatting ,
* Card level Hardware problem solving.
* Hindi typing @ 30 wpm
* English typing @ 40 wpm

**Personal Details:**

* Name : SHARAD KUMAR VISHWAKARMA
* Father’s Name : Sri Nageshwer Thakur
* Date of Birth : 18.05.1976
* Gender : Male
* Language Known : Hindi & English
* Nationality : Indian
* Religion : Hindu
* Marital Status : Married
* Personal Address : SHARAD KUMAR VISHWAKARMA

S/o Late Nageshwer Thakur, Vill & Post- Pathkauli,

Dist- Azamgarh (U.P.)

Pin-276125

* Contact No. : +917272850852.

SKPE ID : ANISHSHARAD

* Passport No. : L 8777745
* Adhar No. : 588510800010

**Date :**

**Place : Azamgarh. U.P Signature**

(**SHARAD KUMAR VISHWAKARMA)**