# Mohinesh Sharma

**9927845968 | mohineshsharma96@gmail.com | 588, Bhagwati Vihar Bodla, Agra (U.P.)**

## EDUCATION

**Highschool**
(CBSE Board in 2012 with II Div)

**Intermediate**
(UP Board in 2014 with I Div)

**Graduation**
(BSc. DBRAU in 2017 with II Div)

## SKILLS

- Communication
- Leadership
- Problem-solving
- Time Management
- Analytical Thinking
- MS Office (Word, Excel)
- Creativity
- Google Workspace
- Backoffice
- Computer Hardware
- Soft Skills
- Google Sheets
- Google Forms
- Microsoft Forms
- Video Editing
- Hardworking
- IT Support

## OBJECTIVE/SUMMARY

To work in challenging environment and put my potential to the best fulfilling the organization's goal and learning maximum in the process through consistent work and determination retaining normal human value.

## WORK EXPERIENCE

### A.T. Exports, Agra | IT Admin

**March 2024 - PRESENT**

### B.N. Goel & Company, Mathura | Backoffice Executive

**September 2021 - March 2024**

### Mother R.V. Convent School, Etah | Computer Teacher Head

**July 2017- March 2020**

## PROFESSIONAL TRAINING & QUALIFICATIONS

- NCC 'C' Certificate
- NCC 'B' Certificate
- CCC Certificate
- 'O' Level Certificate
- AI Workplace Proficiency Certificate
- IT Management Professional Certificate
- Data Entry Operator Certificate
- Diploma in Computer Appliances
- Computer Hardware Certificate
- Soft Skills for IT Certificate
- English Speaking Certificate
- English Typing Certificate

Date: -

(Signature's)