Curriculum Vitae



A:- PERSONAL PARTICULARS:	
FULL NAME (Prefix Mr. /Mrs./Ms.)	Mr. Ramavtar Sharma
Date of Birth (dd/mm/yyyy)	10/07/1995
Nationality	Indian
Marital Status	Unmarried
Contact Address:	Present Address: -B/5, Rajput Colony, Near Jaipur By- Pass, Jaipur Road, Dausa, District Dausa (Raj.) 303303 Permanent Address:- Village-Nangal Bohara, Post-Nangal Bairsi, Tehsil-Bassi, District-Jaipur (Raj.) 303303
Contact No.	9772737737, 9549737737
E – mail:	gauravsharmanice04@gmail.com
Present Employment details:	ICICI Home Finance Company, Branch –Dausa (Rajasthan)
Total no of years of experience	10 Year

B:- LANGUAGE SKILLS (Tick as appropriate)

Name of the Language	English	Hindi
Speaking	Yes	Yes
Writing	Yes	Yes
Reading	Yes	Yes

C:- Educational Qualifications (Chronological)

S. No.	**Qualifications(Specify the degree/ examination)**	**Year of passing**	**University / Institute / Board**	**Division***	**% of Marks**
1	10th	2010	BSER	Second	59.33
2	12th	2012	BSER	Second	45.00
3	B.com	2015	UOR Jaipur	Second	47.33
4	M.com	2017	UOR Jaipur	Second	46.44
5	MSW	2017	VMOU Kota	Second	55.56

D:- Computer Skills.	
Applications Known	M.S. Word, M.S. Excel, Power Point, M.S Paint, M.S. Access, Picture Manager, E-Mitra Applications, (Window and other system/application software installation, Printer, Finger Print and other hardware device installation etc.) **Web Browser Google Chrome, Mozilla Firefox, Opera etc.**
Typing Speed	English 45 WPM, Hindi 40 WPM

E: - Computer Courses Completed				
Name of the Course (Specify Degree / Diploma / Certificate)	**Duration of the course**	**University / Institute**	**Year**	**% of Marks**
CCA	One Year	NICE Collage Dausa	2013	65.55
RS-CIT	Three Months	VMOU Kota	2015	76.00
PGDCA	One Year	JNU Jaipur	2017	64.60

F:- Professional Experience						
Sr. No.	**From**	**To**	**Name and address of the employer**	**Position held**	**Brief description of duties**	**Reasons for leaving the job**
1	02 Aug. 2013	30 June 2017	Rajasthan Gramin AjeevikaVikas Parishad (Rajeevika) Under RDPRD, Govt. of Rajasthan	Computer Operator	MPR, DPR, Letter writing, Mail Communication on, PPT for Training, Data entry on RGAVP MIS portal and other bank Related work.	For post upgradation
2	01 Aug. 2017	15 Aug. 2019	GraminVikasYuvaSansthan, Madhuwan Vihar Colony, Sainthal Road Dausa, District Dausa (Raj.)	Manager MIS	E-tender filling, Maintain files and Record keeping, Data collection of field and other work issued by GVYS Secretary.	For post upgradation

3	16 Aug. 2019	31 March 2021	Permanent Lok Adalat, District And Session Court Dausa (Raj.)	Junior Assistant Cum Computer Operator	Mail communication on Judgments and other letter typing, Maintain cause list, Registering new and dismiss cases, Other work issued by Chairman PLA.	Govt. PA (Stenographer) has been Appointed by Raj. High Court.
4	01 April 2021	31 December 2022	Noble Technology Industrial Training Institute Dausa (Raj.)	IT Instructor	Student data updation on NCVT MIS portal, preparing report required by DGT delhi, Mail communication and Maintain IT lab, Instructing student in classroom and IT lab.	For post upgradation
5	04 March 2024	Continues	ICICI Home Finance, Branch-Dausa (Raj.)	Fulfillment Officer	Case Disbursement, LAN, Legal, Technical, FI, RCU Initiate and other disbursement related activity, maintain live MIS, cheque and PDD register, docket dispatch etc.	-

G:- Details about desirable qualifications:		
1	Good written and oral communication skills in English	Yes
2	Data Management through ERP, MS-Word, MS-Excel, Google Forms etc.	Yes
3	Banking Software processes including documentation (MS Office) /digitization/ filing etc.	Yes

H. Co-curricular Activities: - Reading books and curious to learn new techs.

I. Notice period required for joining, if selected: - 3 Days.

J. Have you ever been convicted by a court of law or is there any - criminal case/disciplinary action/vigilance enquiry pending against you: - No

K: - Professional Referees	
Name of 1st Referee	Prakash Prajapati
No. of Years Known	20 Year
Occupation	JJA District and Session Court, Dausa
Address	Vill. Nangal Bohra, Teh – Bassi, Dist – Jaipur (Rajasthan) 303305
Contact No.	9799576382
E – mail	prakashprajapati639@rediffmail.com
Name of 2nd Referee	Vikram Singh
No. of Years Known	15 Year
Occupation	Informatics Assistant (PMO, R K Joshi Govt. Hospital Dausa)
Address	Rajput Colony, Near Jaipur By-pass, Dausa (Raj.) 303303
Contact No.	9983176557
E – mail	vikramraghav1107@gmail.com

I hereby declare that I have carefully read and understood that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification etc. made in my application form, I understand that I will be denied any employment in the company and if already employed on any of the posts in the company, my services will be terminated forthwith.

Place: Dausa **Signature:** 

Date: 05.09.2024 **Name: - Ramavtar Sharma**