CURRICULUM VITAE

SUMIT SHARMA



V.P.O. Nangal Mala

Teh. Satnali

Distt. Mohender Garh

Pin Code : 123024

Mobile : 9671536180

Email ID : sumitsharma6499@gmail.com

Carrier Objective

I would like to face all challenge for a growth oriented carrier and would work hard to meet the goal. I will give my best to perform any job assigned to me successfully.

Academic Qualification

- 10th passed from H.B.S.E Bhiwani (68.88%)
- 12th passed from C.B.S.E Delhi (65%)
- B.Sc passed from MDU Rohtak (Haryana) (55%)
- M.LIB.I.Sc passed from Central University of Haryana (65%)
- PGDLAN from Punjab University Chandigarh
- UGC NET Qualified

Computer Skills

- Basic Knowledge of MS Word, MS Excel. Power Point
- Noting and Drafting.
- Knowledge of working in administrative office.
- Knowledge of working on all library management software like Koha, Troodon, E-Granthalya.

- Knowledge of English Typing and Data Entry

Working Experience

- Five year working experience in Ram Lal Anand College(Delhi University)
- One year working experience as Library Information Assistant in Indian Sign Language Research and Training Centre (Delhi)

Strength

- Ability to work in team.
- Willingness to learn.

Personal Details

Father Name : Sh. Satyadev Sharma

Date of Birth : 09-04-1992

Sex : Male

Nationality : Indian

Declaration

- I hereby declare that the above given information is true to the best of my knowledge and belief.

Sumit Sharma