**Resume**

VIKAS SHARMA.

**Education**

Master of Computers Application (MCA): From Punjab Technical University with 73.40 %. (2006)

B.Sc (Information Technology): From Punjab Technical University with 66.00 % (2004)

Skills:

1. Wan Connection

2. LAN & VLAN.

3. Configuring Switches Antivirus Solutions

4. Installations of Windows2003/XP/2000/ME/9X.Maintaining,

5. Troubleshooting & Repair of Network and Desktop Peripheral

**Work Experience** :

Eight Years as Proprietor of AVS textiles a manufacturing unit of Blankets, Amritsar, Punjab, India

Skills: Handling Manufacturing unit , ordering raw yarn, sampling ,preparing wages, deliver of ready stock to the vendors, collection of payments etc.

Two Years at KTC Computers , Amritsar (Punjab)India in as Customer Relationship.

Skills : Helping customer for installing New Computer’s Software , Trouble Shooting , Installing Windows etc on phone or by giving instructions by emails.

15 Months as Purchase Assistant in Purchase Department in Escorts Hospital in Amritsar, Punjab , India.

Skills: Collecting quotations, negotiating rates with vendors, creating Purchase orders, follow ups etc.

12 MONTHS as Supervisor at Space Ranger Limited ( A Chain of Restaurants) , Hounslow Tw50ab , London United Kingdom.

Handling customers at till, taking take away orders, delivering order, Maintaing record of grocery goods, ordering grocery, Handling customers complaints etc.

20 Months Worked as Computer Technician at Destiny Australia, Ranjit Avenue , Amritsar  
Skills: Setup of Computer , Troubleshooting Computers and Repair of Desktop Peripherals etc.

Worked as HOD in St. Soldier Elite Convent School, Jandiala Guru. From 01/10/2010 till 31/03/2014

Skills :-Coordinating to Computer Staff , Arranging Seminars related to IT, Introducing new Software’s and Techniques to Staff, Arranging Competitions among students etc.  
  
  
Activities :

House In charge. ( Arranging Circulars Activities among the students, Maintaining Discipline of the School etc.

Manager of School Hockey Team. In charge of Computer Labs, English Lab.

Setup of Computer Labs, Troubleshooting Computers and Repair of Desktop Peripherals etc.

In charge for Assessment of Speaking and Listening for class ( 9th and 10 th )

Achievements: Created WiFi School Campus.

Created First WiFi School Campus In Jandiala Guru With Attachment Of CCTV Cameras.

Honors’ : Head of Department of Computers in 2012.

10 Months as Computer administrator in Step By Step loharka Road .

Skills: Teaching Classes from 1st to 6th ,managing projectors for smart classes, maintenance of Computer Lab ,preparing teachers worksheets etc.

15 Months as Salwan High School , Verka.

Skills : Teaching Computer up to 8 th Class.

Currently working as Front Office Supervisor in Dasmesh Parivar International School, Chabhal. From 01/04/2015 till Present.

Skills :- CCE data uploading of class 9th to 12th and dealing with CBSE circulars , Epunjab data Uploading, Filling RTE files.  
Consulting with the Parents regarding Admissions and other queries, arranging school material, Counseling with Parents, Dealing with Outside people regarding school related activities.

Personal Details :   
Date Of Birth :  22-10-1975.

Marital Status:  Married.

Hobbies:    To Listen new Music .  
Interests:    To Play  Cricket and  Playing Carom 

Excellent  Communication Skills , Fluent In English / Hindi / Punjabi.

**Job Seeker First Name / CV No: 781596**

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