**CURRICULUM VITAE**

**Charnjit**

**Charnjit.359625@2freemail.com**

**OBJECTIVES:**

**To pressure a career in highly dynamic, intellectually, challenging and creative environment, to sharpen my skills (as individual as well as a team member) and to be one of the best in my chosen field. To associate with an innovative and vibrant organization, this allows me to put my competencies to the best use, to add value to the organization and contributes to my overall growth as an individual.**

**WORK EXPERIENCE:**

* **Worked as an associate under Architectures division more than 2 year experience working under SAP from 2011 to 2013.**
* **Worked independently One year in Civil Court Complex Phillaur.**
* **Having Experience of drafting the site plans for a few months under the guidance of an Architect**
* **Having experience in Excel and MS Word also.**

**MAIN DUTIES&RESPONSIBILITIES:**

* **Deals with the customers.**
* **Verifying the documents of customers.**
* **Visiting the site.**
* **Preparation of Site plans.**
* **Responsible for Preparation of Site plans.**
* **Reporting to the Superior.**

**EDUCATIONAL QUALIFICATION:**

* **M.A. English (1 year) from Lovely University.**
* **B.A. from Karnataka open university**
* **Plus two from Punjab Education Board.**
* **10th from Punjab Education Board.**
* **1 year training course of 3D Home and AutoCAD.**

**ADDITIONAL QUALIFICATION:**

* **Basic computer knowledge MS EXCEL , MS WORD , POWER POINT**

**STRENGTH AND SUMMARY:**

* **Strong analytical, Communication and negotiating skills**
* **Self starter and initiative**
* **Ambitious, hardworking and committed to excellence**
* **Ability to work in fast paced team oriented environment**

**CO- CURRICCULAR ACTIVITIES:**

* **Participated in workshop on effective communication skill.**
* **Participated in workshop on Civil Engineering.**
* **NSS camp held in university level.**
* **Participated in competency building program.**
* **Participated in certificate program of supply chain management.**
* **Participated in inter-college management fest at Jalandhar.**
* **Was a volunteer in the state level management fest organized by Dr. Ambedkar School Jalandhar.**

**PERSONAL DETAILS:**

**Date of birth : 19-09-1986**

**Marital status : Married**

**Religion : Baudh**

**Gender : Male**

**Nationality : Indian**

**Languages know : English, Hindi, and Punjabi**