****

SUMIT

SUMIT.361562@2freemail.com

Dear Sir/ Madam,

Please find attached my Resume for this relates strongly to my Seven years of experience in Metro project, Construction civil industry, Banking and Computer Institute / Sell & Repair center.

Highlights of experience and demonstrated talent I would bring to your organization include:

Have demonstrated my ability by swiftly ramping off project & work ability in Qatar and India for about Seven years namely:

***SUMMARY OF Experience:***

* **QDVC (Qatari Diar Vinci Construction) Q.S.G**

Feb.2012 to present (5 years done)

* **Super Ten computer Education**, **Mairwa**

Feb. 2009- Mar. 2010 (1 Year)

* **The Siwan central Co-Operative Bank, Ltd**

Mar. 2010- Jan. 2011 (1 Year)

***Total Experience: - 07 Years***

***SUMMARY OF QUALIFICATIONS:***

* + M.B.A (Specialization H.R) (Master’s Degree)
	+ B.A Graduate (Bachelor’s Degree)
	+ M.C.C.H.N (Modular course in Computer hardware & networking)
	+ A.D.C.A (Advance Diploma in Computer Application)

I am keen to join your firm due to great organizational culture that characterizes your firm and its employees. I am attracted to this role on account of the organizational performance that it offers.

I appreciate your taking the time to review my credentials and experience. Looking forward to a positive e response.

Thanking you.

Sincerely,

**Sumit**

Enclosure: Resume

***Objectives:***

To be an asset of an organization contributing to the aide of academically acquired knowledge, experiences and forged skills. To be able to find job and venture myself into field of job that may or may not be related to my course and developed certain skills. To share my knowledge and ability in the company where I am working with.

***Key Skills:***

* Human Resource (Executive,Clerk,Officer,Coordinator,Assistant)
* Administrator.
* Document controller.
* IT Hardware.
* Customer relation
* Accountant
* Office clerk
* Timekeeping

***DITILES OF WORK EXPERIENCE:***

**QDVC (Qatari Diar Vinci Construction) Q.S.G**

Lusail L.R.T Project (Light Rail Transit)

Lusail City

Doha–Qatar

As an Administrator clerk

**Feb.2012 to present (5 years done)**

**Super Ten computer Education**, **Mairwa**

Siwan, Bihar (India)

As a Public relation Coordinator, Sub -Teacher

 **Feb. 2009- Mar. 2010 (1 Year)**

**The Siwan central Co-Operative Bank, Ltd**

Siwan, (Bihar) India

Public relation officer, Administrator

**Mar. 2010- Jan. 2011 (1 Year)**

***Special Skills:***

* M.S Office package ( Excel, Word , PowerPoint)
* Internet Browsing
* Outlook
* Lotus Notes 8.5
* Computer Hardwearing
* Software installation
* Managing Manpower

 ***Educational Qualification:***

**Master’s Degree:** MBA (Master of Business Administration)

 Venketeshwara Open University, Itanagar Aruranchal Pradesh (2015 – 2017)

 **Graduation Degree**: B.A (Bachelor of Arts) Deen Dayal Upadhyaya

Gorakhpur University, Gorakhpur (U.P) (2007 – 2010)

**Secondary**: MMM (Madan Mohan Malviya) Intermediate College, Bhatpar Rani, Deoria. (U.P) (2005 – 2007)

**High School**: Town High School, Mairwa Siwan (Bihar)

 (2004 – 2005)

***Special Skills:***

 **M.C.C.H.N:-** Modular course in Computer hardware & networking,

From Motihari Engineering College, Motihari East Champaran, (Bihar) (2009 – 2010)

 **A.D.C.A:-** Advance Diploma in Computer Application. Awadh Institute of computer science & technology,

H.O:-H.No-370 Gali No.12 Molar band Extn.Badarpur.

New Delhi, Branch- Mairwa, Siwan (Bihar)(2007 – 2008)

***Personal Data:***

**Age : 27 years oldBirthday : Feb.06.1990Place of Birth : Mairwa, Siwan (Bihar)**

**Status : SingleSex : Male**

**Religion : HinduCitizenship : IndianLanguage Spoken : English, Hindi, Bangla**

***Passport Details:***

**Issue Date : 10.12.2008**

**Expiry Date : 09.12.2018**

**Date:-**

**Place: - Doha- Qatar Sumit**