Shivendra

Email: shivendra-395292@2freemail.com

**CAREER OBJECTIVE:**

To be part of progressive organization that give a space to enhance my knowledge and utilize my skill towards growth of organization.

**PROFESSIONAL SUMMARY:4+ Year of Experience as Computer operator**

* Currently working as service provider /computer operator for e-Registry/ecommerce system for MP Government India sinceOct-2017.
* Has 2Years’ experience as a computer operator in Ambey computer institute Bhopal M.P.
* Have good hands on computer typing and networking.
* Have good hands on below computer application /OS/ skills
* **CPCT**
* **Tally**
* **MS-office –word,**
* **Excel, PowerPoints,**
* **Photoshop,corel draw**
* **Window operating system.**
* Excellent pproblem solving,analytical reasoning, communication andinterpersonal skills.
* Self-starter,hardworking and good team playeralong with a good aptitude for learning.

**Training / Continuing Education Summary:**

|  |  |  |
| --- | --- | --- |
| Institute /University  | Coverage / Program or Course | Dates |
| Ambey computers | Tally Course | Aug-2010 To Nov-2010 |
| AEGON RELIGARE | Life insurance policy and life cycle management | May-2011 To July-2011 |
| Teaching experience | Given math and computer fundamentalcoaching at path finder instituteBhopal | Nov-2013-Apr-2014 |

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree and Date | Institute | Major and Specialization | Year/Grade |
| M.B.A. Finance | BarkatullahUniversity BhopalM.P. | Finance | 2012 ,61.16% |
| B.C.A. | BarkatullahUniversity BhopalM.P. | Computer Application | 2010,64.22% |
| XII-Higher secondary | MP Board, Bhopal | Commerce | 2007, 61.33% |
| X –High School | MP Board, Bhopal | Science,Math,English | 2005,47% |

**Personal Profile:**

Date of Birth : 12th Aug 1989

Sex : Male

Marital Status : Married

Hobbies : Roaming & New Enquiry

Language kwon : English and Hindi

Nationality : Indian

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**Passport Details:**

|  |  |  |
| --- | --- | --- |
| Date of Issue | Expiry Date | Place of Issue |
| 12-Sep-2019 | 11-Sep-2029 | BHOPAL M.P. |

I hereby declare that all the information mentioned above is true to the best of my knowledge.

 Shivendra