**RESUME**

**Mahendra Singh Bisht**

Behind St. Paul's School, Canal Road, Kathgodam

Nainital, Uttarakhand. Pin- 263126

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### CAREER OBJECTIVE

Willingness and ability to work hard, adaptability and confidence to accept and carry out responsibilities associated with challenging position. Always work for the growth of the organization, and looking to grow with the organization.

PROFESSIONAL EXPERIENCE

* Working with **NICC**(National Institute of computers & consultants) as **Computer Lecturer-cum-counselor** from **Feb’ 15** to **present**.

**Work profile consists of:**

* Faculty of Computer basics, MS-Office, C, C++, Java, Python, MySQL, DS etc.
* Maintaining records of students on daily, weekly, monthly & yearly basis.
* Excellent in MS-Office (Word, Excel & PPt).
* System, Windows, Software- updates, installation.
* Can frequently work with any software, printers etc.
* Meeting with parents, describe plan and motive of the organization and make them ready to take admission.
* Working as an interface between parents and their children and resolve their concern about study and organization.
* Worked with **NIIT** Smart Serve, **Gudgaon**, as a **Senior Customer Care Executive(SCCE)** in an international process for 1 year i.e. from **Feb’ 2014** to **Jan’ 2015**.
* Work profile consists of outbound calling to the **U.K.(United Kingdom)** people and conducting surveys from them which requires active listening and potentiality. Feeding their data on the company’s software and always be target achievable.
* Worked with **Spice Hot-spot** as **customer care executive** in their blended process of Spice mobile phones form **July’ 2013** to **Jan’ 2014**.
* Worked with **DNC Communication Pvt Ltd.** as **Data Entry Operator** on the project of **UPCL(**Uttarakhand Power Corporation Ltd.**)** in their project **“Online- Billing System”** which consists of data entry, punching & printing, payment of electricity bills of about 5 lakhs of consumers of Kumaun region of Uttarakhand from **March’2007** to **May’2009.**

**PROFESSIONAL QUALIFICATIONS**

1. Advance Diploma in Windows, MS-Office from **N.I.C.C. Haldwani**.
2. In depth knowledge of computer hardware, Java, Python, RDBMS, MySQL, Internet, MS Word, Excel etc.
3. Possess excellent verbal and written communication skills.
4. Possess good organization and presentation skills.
5. Ability to solve problems quickly and effectively.
6. Excellent event organising capability.

EDUCATION

1. Passed 10th from **C.B.S.E.** Board.
2. Passed 12th from **C.B.S.E.** Board.
3. Passed Diploma in **Computer Science and Engineering** from Govt. Polytechnic Mallasalam (Almora).

**PERSONAL DETAILS**

Date of Birth : 15/01/1987

Father's Name : Mr. D.S. Bisht

Postal Address : Behind St. Paul's School, Canal Road

Kathgodam, (Nainital). PIN- 263126

Nationality : Indian

Marital Status : Married

Language Status : Hindi & English

Hobby : Music, Driving, Reading Newspaper, Teaching

**Declaration:**

I solemnly declare that the above information is true and correct to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

**Date: (Mahendra Singh Bisht)**

**Place: Haldwani**