**RESUME**

**Prakash Verma ( BSc(H), PGDCA with 20+ years exp. as computer professional)**

Flexible and organized computer professional with more than 20 years of experience with an unparallel ability to work . Encouraging and patient, quickly develops an excellent rapport with students, staff members and parents to produce a friendly and supportive environment.

**Academic Particulars**

Passed  BSc(H) in Chemistry from Ranchi university in   1992

Passed PGDCA from XISS,  Ranchi in 1990

Passed BSc from RANCHI university in 1989

Passed 10+2 from CBSE in 1986

Passed 10 TH from CBSE in 1984

Work Experience

**Communication Skill Trainer :- May 2019 to Jun 2019 with British Council, Macmillan education**

**Admin+Computer :**- July 2016- Apr 2019 Worked with Carewell Services, karampura, New Delhi as computer professional cum admin

**Admin + coordinator Jan 2011** – Dec16 worked as Faculty coordinator/admin head with Providers skill at Delhi( DTEA school pusa road, Janakpuri and Moti bagh ) for running various skill development programme ( Training )

**Computer operator**:- July 2007- Dec 2011 Worked as computer operator with NANAK MODERN SCHOOL, Tilak Nagar, New Delhi 110018. Work involves maintaining a/c of school on computer an adminstrative work,

**Computer operator/Teacher**:- Worked with NICS coaching 1993-2007 as teacher/computer trainer. Job involves providing soft skill training , imparting training to the professionals the basics of computer,tally excel, word and other packages

**Teacher** 1990-92 (teaching math, computer) with Sacred Heart School, Daltonganj, Jharkhand. J

Address:- E -56,   Road-13,   Rajapuri, Uttam Nagar, New Delhi-59

Personal details:- FATHER’S NAME     : SH. K.N.P. VERMA

DOB                            : 30 – 06 – 1969

Marital Status              : Married

Gender : Male

Nationality : Indian

Declaration:- I hereby declare that all the above informations are true and correct to the best of my knowledge. I possess good health, optimist and devoted to hard work by nature I can lift  up any company /organization by motivating with the team. With the positive attitude I will be an asset for your institution/organization.

PRAKASH VERMA