

# **CURRICULAM-VITAE**

Shivam Verma

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## **CARRIER OBJECTIVE**

- To work in an organization with best of my ability with practical challenges and responsibilities along with the authority to fulfill them and ensure dynamic career growth with stress on industrial personality.

## **STRENGTH**

- Soft-motivated, quick, learner, willing to adapt new challenges.
- Hard working strong determination.
- Positive Attitude, Confident, Energetic with ability to learn friendly & Hardworking.

## **ACADEMIC QUALIFICATION**

- High School Passed From Ess Ess Convent Senior Secondary School C.B.S.E. Board in 2012
- Intermediate Passed From Braj Public Inter School U.P. Board 2015.
- B.Com 3<sup>rd</sup> year from Dr. Bhim Rao Ambedkar University Agra.

## **HOBBIES**

- Listening To Music, Reading, Operating Mobile & Computer, Bike Riding

## **WORK EXPERIENCE**

- I had four month experience audition event managing with Servi Events in 2014.
- 1 year experience tally operator at Ayush Agency in 2015.
- 2 year working as computer operator (Tender working) at Archaeological Survey of India, Delhi Mini Circle from April, 2016 to December, 2018.
- 1 year working as computer operator (Tender working) at Archaeological Survey of India, Horticulture Division II from April, 2019 to May, 2020.
- Working as a assistant manager at Axis Communication from July, 2020 to till date.

## **COMPUTER PROFICIENCY**

- Operating Systems : Windows Xp, Windows 7, Windows 8, Window 10
- Others : Online Work On Internet, Tally All Version,
- E-Portal : E-Tendering, Online portal updating

## **PROFILE**

Father : Mr. Gauri Shanker Verma  
Date of Birth : 13-12-1996  
Nationality : Indian  
Religion : Hindu  
Sex : Male  
Language : Hindi/English

## **DECLARATION**

I hereby declare that all the above mentioned information is true to the best of my belief and can be productive, any time if required.

Date: -

Yours faithfully

Place: - Delhi

SHIVAM VERMA