



SURAJ KUMAR SHARMA

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Main Colony CH/20, Cheif House Sudamdih, Dhanbad, Jharkhand

OBJECTIVES

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

EXPERIENCE

4/2016 - 10/2017

Computer Operator

At **Comman Service Center**

All Customers Entries And Data Will Arrange on the System And Manage Or Handle All Customers.

2/2018 - 3/2019

Store Incharge

At **Balaji Construction Company Pvt. Ltd**

Mange all Equipments And Materials. Also Import Or Export To The Company Godown Has Manage And Entry.

QUALIFICATIONS

4/2007 - 5/2014

10th Pass

From **Indian School of Learning Sudamdih**

PERSONAL INFO

Father's Name Sunita Sharma
Date Of Birth 22/8/1998
Nationality Indian
Religion Hindu
Marital Status Single

ACHIEVEMENTS

3/2012

Best Captain and Best Batsman

From **Sudamdih Cricket Coaching Camp**

My Achievement Is Not To Myself This Goes To My Coach And My Mom Those Are Believe And Trust For Me And My Ability.

4/2014

Under 14 cricket tournament and B. Division cricket tournament.

From **Dhanbad Cricket Association**

My Achievement Is Not To Myself This Goes To My Coach And My Mom Those Are Believe And Trust For Me And My Ability.

11/2015

Best Captain Batsman, and wicket keeper

From **Jharkhand Cricket Association, Ranchi**

My Achievement Is Not To Myself This Goes To My Coach And My Mom Those Are Believe And Trust For Me And My Ability.

SKILLS

Technical Skills

Operating System- XP , Win 7 , Win 8 , Win 10

70%

Microsoft Office. Internet Browsing

80%

D.C.A course from coaching center

70%

☑ Good knowledge about computer. Good typing skills.

90%

Management Skills

- ☑ Ability to rapidly build relationship and set up trust..
- ☑ Confident and Determined..
- ☑ Ability to cope up with different situations. My optimistic nature..
- ☑ Ability to produce result in adverse conditions..

Communication Skills

- ☑ **Hindi**
Expert
- ☑ **English**
Intermediate
- ☑ **Bhojpuri, Bengali**
Basic
- ☑ **Language 4**
Expert

INTERESTS

Reading the Biography and Nobels.
Viewing a New Place

Playing Cricket and Badminton.
Interest 4

REFERENCES

Request On Demand