#### *CURRICULUM VITAE*

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**Name: Sandeep** Kumar Verma

**Address:** House no 25/17, Gali no. 04,

Sala PurKheraBijwasan,

Kapashera South West,

New Delhi- 110061,

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**CAREER OBJECTIVE:**

To constantly work for my organization self-satisfaction as software

Provision and developments.

To achieve great heights in the competitive technical field, by applying my knowledge in a fruitful and innovative Manner. To be appreciated as a responsible and sincere person. Seeking a position to utilize my skills and abilities in the Information Technology Industry that offers professional growth while being resourceful, innovative and flexible.

**STRENGTH- :**

* Strong will power and high degree of diligence are my positive attitude.
* Complete attention and dedicated involvement towards the task give to me.
* Quick and self- learner.
* Discipline and well organized.
* Confidence in handling high pressure situations.
* Flexible for adopting new ideas and having continuous learning ability.

**PROFESSIONAL QUALIFICATION:**

Bachelor of Computer Application (BCA)

**TECHNICAL SKILLS:**

**Operating System :** Windows (2000, XP), Win-7, Win-8, Win8.1& windows 10.

**Packages :** MS-office-2003, 2007 and 2010,

**SPECIALIZE AREA-:**

* Software Maintains.
* MS Application to working tool as a MS Office, Excel, Power Point, Outlook &MS paint etc.
* GMT Software ( Garment Management Technologies) for purchasing, billing , Job work, &

Invoice maintains & all type report related ERP software.

* Software for Busy 21, Invoice maintains, Purchase report, Sale reporting, stock management, Purchases generate & job work etc.
* Inward & outward maintains.
* All type stock & sales report maintain monthly & weekly in ERP Software.
* E- Way Generate in GST website.
* Sending courier report follow by mail to all parties.
* Discussing with Bose and sending rate list to the party.
* Deal with party for sale order,
* Handel the Computer Hardware & Networking.
* Office management work.

**EDUCATIONAL DETAILS-:**

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| **Class/Standard** | **Board/University** | **Stream** | **Institution** | **year** | **%Age** |
| BCA | UPRTOU Allahabad | Computer Science | Institute of Computer Science & Development | 2015 | 67.42% |
| 12th | U.P board | Science | Shiv Jiyavan Inter College Lediyari Bazar Allahabad U.P. | 2012 | 52.2% |
| 10th | U.P board | Science | Shiva Ji Inter College Patel Nagar Kheraht Kurd Allahabad U.P. | 2010 | 64.5% |

**PROJECT SUMMARY -:**

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| 1. Digital diary ( BCA) |
| Platform | | Windows |
| Role | | Developer and Design |
| Database | | MY SQL |
| Responsibilities | | Involved in Development, UI Design , DB |

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| **Description :**   * It was the final project in BCA-VI Sem of ***OPD***. * Perform the all process of Digital Diary System. |

**Training -:**

* PHP Training for July 2014 to march 2015 (**SPAAT Institute, Allahabad**)
* PHP Training for July 2013 to DEC 2014 (**ICSD College Of IT & Management, Allahabad**).

**Job Experience -:**

* Presently working in **Shree Balaji Kints.** NEAR VIJAYA BANK & SHER A PUNJAB, HOTEL,, DUNDAHERA, GURGAON, HARYANA-122016 as a **Store In-charge** from Sept- 2020 to till date.
* From Feb. 2017 to Sep. 2020, he was working as **Store In-charge** at **S-Three Sales International PVT. LTD.** Building No. M-10, OLD DLF Colony, Sector-14, Gurgaon (HR)-122001.
* From 2015 to 2017, he was working as **Store Assistant In-charge** at **Saras Export Service PVT.LTD,** Plot No 344, Khandsa Sector-37, Gurgaon (HR)-122001.
* From 2014 to 2015, he was working as **Tell Caller Execute**at **Shine.com Job portal Company,** Civil line, Allahabad Uttar Pradesh-211001.

**HOBBIES-:**

* Reading Books.
* Listen to the song.
* Get things done right.
* Work in a group.

**PERSONAL DETAIL-:**

**Father’s name :** Mr. Ram KushalVerma

**Mother’s name :** Smt. Usha Devi Verma

**Date of Birth :** September 06 ,1994

**Gender:** : Male

**Languages Known :** Hindi & English (U.K.)

**Nationality :** Indian

**Married Status :** Married

**Permanent Address :** Deehi Patkha Khiree Naribari Prayagraj.

PIN-212106

**Postal Address :** House No. 25/17, Gali no. 04,

Sala PurKheraBijwasan,

Kapashera South West,

New Delhi- 110061,

**Declaration:**

I hereby declare that the above information is true, correct and complete to the best of my knowledge.

**Place:** Gurgaon **Date:**

**(Sandeep Kumar Verma)**