*** CURRICULUM VIATE***

***Shole Sharma***

***Contact No – +91- 8726297180, +91- 8853012865***

***E-MAIL ID :- sholesharma80@gmail.com***

***OBJECTIVE:-***

 ***` To Work in a Challenging and Stimulation environment with Opportunities to Enrich***

 ***My Knowledge and to enhance my experience and skill, with help in Contributing to***

 ***The growth organization .***

***ACADEMIC QUALIFICATION:-***

***10+2 Passed from U.P Board in 2009.***

 ***High school Passed from U.P Board in 2006.***

***COMPUTER EXPERIENCE:-***

 ***One year Diploma in computer Application (H.D.C.A) .***

 ***Soft Ware Application M.S Office – Word , Excel , Power Point .***

 ***Operating System – Dos , Windows 2007 .***

 ***Tally – 7.2 & 9.0 Account & Inventory.***

 ***DTP – Page maker , Corel Draw 10, Photo shop 7 & 9.0 .***

 ***Html , Fox pro , C++ , Visual basic , Internet ETC .***

***FOUR WHEELERS EXPERIENCE:-***

***WORKING EXPERINCE:-***

 ***Supervisor - I.G.I Airport Tristar Global Infrastructure (P) LTd. (GMR)***

 ***From New Delhi in One Year.***

 ***Computer Operator - Rahul Trading Co.(Waste Papers Supp.) From Varanasi In Six Year .***

 ***HOBBY :-***

 ***Reading books, Working with Computer, music.***

 ***JOB PROFILE :-***

 ***Handling wages and salary admistratiom distribution of salary .***

 ***Preparation of salary and bonus .***

 ***Mainting housekeeping & Securities Servies .***

 ***Data entry billing report make & input output of the material.***

 ***Sale & Purchase row material and discount .***

 ***STERNGHTS :-***

 ***Abel to Work better than Other in less time .***

 ***Helping Nature .***

 ***Confidence and Positive thinking .***

 ***PERSONAL DETAIL:-***

 ***Father name :- Mr. Kanhaiya Lal Vishwakarma***

 ***Marital status - :- Married***

 ***Language known :- Hindi & English***

 ***Nationality :- Indian***

 ***Date Of Birth :- 16-04-1990***

 ***Permanent Add :- Vill - Mahuar kala***

 ***Post - Mahuar kala***

 ***Dist - Chandauli (u.p)***

 ***Pin Code- 221115***

 ***DECLARATION :-***

 ***I hereby declare that all information provided above and particulars given***

 ***Are true to the best of my knowledge.***

 ***Date: - ………………………... Shole Sharma***

 ***Place: - …………………………***