**CURRICULUM VITAE**

Name : Rohit Sharma  
Father’s Name : Surender Kumar Sharma

Date of Birth : 29-11-1991

Marital Status : Married

Hobbies : Music and Reading Books

Address of Communication : C- 35 Gali No- 2 Shastri Park Delhi -110053

Permanent Address : C- 35 Gali No- 2 Shastri Park Delhi -110053

Contact No. : 9999968643

E-Mail Id : rohits2k19@gmail.com

Language Known : Hindi, English

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board or University** | **Year of Passing** | **Duration of Course** |
| M.Com. | IGNOU | 2018 | 2 year |
| B.Com. | Delhi University | 2013 | 3 years |
| 12th | C.B.S.E | 2010 | 1 year |
| 10th | C.B.S.E | 2008 | 1 year |

**Computer Proficiency :**

1 Year **Diploma in Information Technology** From **Lal Bahadur Shastri Institute Delhi**.

* Basic IT
* Window and MAC
* Word, Excel and PowerPoint
* Tally 9.0

2 Week Certificate Course.-**Career Edge - Knockdown the Lockdown** from **TCS iON Digital Learning Hub**

**Objectives :**

* To Serve the Organization to the best of my knowledge and ability.

**Experience :**

* Presently, working as Office Assistant in Prime Minister’s Office from August 2012 to till date: I have been involved basically to assist senior officers in the PMO with regard to secretarial assistance which range from compilation of data, preparation of presentations (PPTs), preparation of reports/notes/subject folders, making data entries in the Public Grievances system of national importance, arranging/filing of documents/files, sorting out of technical issues arising in the computer systems and any other important works assigned by the officers from time to time.

**Strength :**

* An avid workaholic willing to take burden and responsibility.
* Always focus at work, fix target and try to finish before the timeline.
* Sincere, disciplined and hardworking as praised by the co-workers.

**Reason for being selected :**

* Enthusiastic and hard worker
* Can execute work efficiently