

RAVI SHARMA

Email- Ravisharma291198@gmail.com

Mob- +919013352439

Address- 422, Street No- 9,
Jharkhandi Mandir Road,
Bholanath Nagar, Shahdara,
Delhi- 110032

CAREER OBJECTIVE

To work in a challenging & stimulating environment with opportunities to enrich my knowledge, technical skills, and experience to learn in making an organization successful.

ACADEMIC QUALIFICATIONS

- Pursuing in Graduation of Bachelor of Arts (English) From Indira Gandhi National Open University (IGNOU).
- Passed Intermediate (10th + 2) Commerce From National Institute of Open School (NIOS).
- Passed Matriculation 10th From National Institute of Open School (NIOS).

TECHNICAL QUALIFICATIONS

- 3 Months Diploma in Computer Application From Institute of Computing & Networking (ICN).
- 3 Months Course of Logistics From National Skill Development Corporation (NSDC).
- 1 Year Course of Learning English From Freedom English Academy (FEA).

EXPERIENCE

- 2 Months worked as an HR Recruiter at Nand Imperial Consulting PVT. LTD.

Other SKILLS

- Computer Operating System
- MS Word, MS Excel, MS Powerpoint & Internet Surfing
- Data Entry
- Screening Resume
- Communication Skills
- Making Templates

PERSONAL STRENGTH

- Positive Attitude
- Friendly Nature
- Leadership Quality
- Capabilities of individual & independent target handling as well as team leadership skills.

HOBBIES

- Interested to run Computer work.
- Making different types of Arts, Templates, and Video Editing.
- Interested in practically activities & doing creativity work.

PERSONAL INFORMATION

- Date of Birth : 29th/Nov/1999
- Marital Status : Unmarried
- Language Known : English & Hindi
- Nationality : Indian
- Religion : Hindu