**JYOTI SHARMA**



**Date of Birth**: 02 - 05 – 1990

**Permanent**

**Address:** Road no. – 3, Shaketpuri, Ultagali,

Hanuman Nagar, Kankarbagh, Patna - 20

**E-mail Id:** chocolatyjyoti02@gmail.com

**Mobile:** 8092814629

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To work in a challenging environment where not only my knowledge experience and ability can be

best utilize but when also offers a strong foundation for learning and expose me to a new challenge

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| **Exam** | **University / Boards**  **Exam Passed** | **Passing Year** | **Percentage** |
| **MATRIC** | **C.B.S.E** | **2006** | **50%** |
| **INTER**  **(I.COM)** | **B.S.E.B** | **2008** | **63%** |
| **GRAD**  **(BCA)** | **T.M.B.U** | **2011** | **62.87%** |

**Organization** : BSNL OFFICE (BHAGALPUR)  
**Period** : Since APRIL 2010 to DEC 2010  
**Designation**  : Computer Operator

* Oversee general computer operations.
* Maintaining employees Files and Details in the System.
* Performing other related duties as required.
* Preparing Office Requirements and Stationeries as per the requirements in timely manner.

**Organization** : PRABHAT KHABAR OFFICE (PATNA)  
**Period** : Since FEBURAY 2013 to MARCH 2015.  
**Designation**  : Computer Operator

- Working in ERP Modules

* Oversee general computer operations.
* Maintaining employees Files and Details in the System.
* Performing other related duties as required.
* Preparing Office Requirements and Stationeries as per the requirements in timely manner.
* Updating all the information

**Language Known:**

* Hindi and English

**Computer Skills -**

Applications : MS Office (2000, XP, 2003, 2007,2010),

(Word, Excel, PowerPoint, Internet), English Typing.

- Co-operating and Co-ordinating in a team environment

- Initiative and ambit to excel and ms word

- I can adapt to the situations and am loyal as a person

- A confident person, who believes in working and efficiently

- Strong communication, presentation & documentation skill

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I , Jyoti Sharma, here by declare that the above furnished information is authentic to the best of my knowledge.

#### Place : Patna Jyoti Sharma

Date :