







SUMIT SHARMA

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 Near Oberoi Lotus Public School,
V.P.O & Teh.-Indora,
Distt.-Kangra. (H.P)-176401

OBJECTIVE

Seeking a position to utilize my skills and abilities to enhance efficiency of the company and to contribute to the highest potential to achieve the objective of organization that will add to company's growth.

EXPERIENCE

- Aujla Education and Development Pvt Ltd, IT Manager-August 2018 to till.
- Shri Ram Panels Pvt. Ltd, IT Manager-July 2017 to July 2018
- Desh Bhagat University, Assistant Professor-August,2012 to July,2017
- Minerva College of Education, Lecturer-July,2010 to June,2012

RESPONSIBILITIES

Aujla Education and Development Pvt. Ltd./ Shri Ram Panels Pvt. Ltd.

- Providing technical support for users & client analyze and troubleshoot issues.
- Hardware & software Performance analyzer whether changes need to provide technical support.
- Researches software applications and hardware requirements for the purpose of previewing products to provide recommendations regarding applications and purchases.
- Good experience with installing/configuring and troubleshooting whether Hardware or Application.
- Participate in meetings and seminars for the purpose of conveying and required to perform functions.
- Digital Marketing related to various online platforms for import and Export.
- Troubleshoot and Handle all network related problems.

- Administer and maintain current Server/Application environment.

Desh Bhagat University/Minerva College of Education

- Design, facilitate, and teach the computer instruction component.
- Prepare execute lesson plans, assigning tasks, and evaluating student work and progress.
- Participate in student recruitment, registration, and placement activities.
- Senior Executive in Training & Placement department.
- Convener of NSS wing.
- Participate in campus and community events.
- Implement the designated curriculum completely and in due time
- Provided instruction on various hardware and software programs.
- Worked with colleagues to update teaching modules.
- Oversaw student progress with class projects.
- Provided technical support to students.

ACADEMICS

- MCA from Lovely professional University in Year 2010.
- B.Sc. (N.M) from Punjab University, Chandigarh in Year 2007.
- XII from HPBSE in Year 2004.
- X from HPBSE in Year 2002.

TECHNICAL KNOWLEDGE

- Good Knowledge of MS Office (MS Word, MS Excel, MS PowerPoint).
- Proficient in HTML, Wordpress.
- Knowledge of Windows Server 2012 R2.
- Basic Knowledge of Digital Marketing.

HOBBIES

- Pencil Drawing
- Net Surfing
- Reading Tech blogs.
- Playing Chess.

EXTRA ACHIVEMENTS

- MCSE qualified from IIHT.
- Microsoft certified in **MOS (MS Word & MS Excel)** and **MTA (Networking)**.

PERSONAL SKILLS

- I am always willing to take new responsibilities.
- Career oriented with strong communication skills & positive attitude.
- Ability to deal with people diplomatically, willingness to learn team facilitator hard worker.

PERSONAL PROFILE

Father's Name	:	Sh. Brij Mohan Sharma
Mother's Name	:	Smt. Kiran Sharma
Date of Birth	:	17 Sep. 1986
Nationality	:	Indian.
Habbits	:	Playing Chess, Reading.
Languages Known:		English, Hindi, and Punjabi
Marital Status	:	Married
Alternative Email	:	sumitind1786@yahoo.com

DECLARATION

I hereby declare that all the above given information are true as per my knowledge.

Sumit Sharma
(SIGNATURE)