**SOUMANDRA KUMAR KULSHRESHTHA**

Mobile No.- +91-8430247078/E-Mail- soumandrakulshreshtha@gmail.com

To looking for a challenging career which demands the best of my professional ability in terms of ,technical and analytical skills, and help me a broadening and enhancing my current skill and knowledge.

***Brief Overview***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **B.T.S.** from Indira Gandhi National Open University.
* Capable of grasping new technical concept quickly and utilizing it in a productive manner.
* Acquired knowledge of new methods technology and trends while undertaking projects.

***Strength***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* An analytical mind with the ability to think clearly and logically. Ability to work accurately and pay attention to details.
* Excellent spoken & written communication skills, problem solving skills
* Typing speed in Hindi 20 words per minute & in English 30 words per minute

***IT Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Operating System:- Windows

Package:- MS Office(Word, Power Point, Excel)

Other:- Internet Applications & all office

management related Computer

Applications. Billing Management

Software, Property tax management software, Nagar Nigam Billing Software, P.I.S. Software. Having Good command of typing in both hindi & English language

***Academic Qualification***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* High School from U.P. Board in year 1998
* Inter from U.P. Board in year2000
* Certificate in C.C.C. from Nielt

***Extra Qualicification*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Pass I.T.I.(Radio t.v.& Mechanic) from Govt. I.T.I.

***Experience***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Working experience in Aligarh Municipal Corporation as a computer operator.

2. Work in census program in 2011 as a paryaveshak.

3. Work in Swach Bharat Mission as a task manager in year 2018 & 2019

4. Work in Smart City Program as a Team Leader

5. Work in Pradhan Mantri Avasiya yojna as a Team Leader of a team of Computer

 operators.

***Personal Dossier***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Of Birth:- 06.09.1985

Address:- S/o Mr. Shailesh Chandra Kulshreshtha

 E.W.S. 208 Tikona Prak A.D.A. Colony Sasni

 Gate Aligarh 202001

Language:- Hindi And English

Martial Status:- Married

***Declaration***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I hereby declare that all information given above is true to the best of my knowledge and I hold sole responsibility for its authenticity.

Date (Soumandra kumar kulshreshtha)