

# RESUME



## **MINTU KUMAR SHARMA**

Add : Minor Irrigation Colony,  
P.O- Chaibasa, P.S- Muffasil,  
West Singhbhum, Jharkhand- 833201  
Mobile : 7549793735  
Email.id : mkmintukumar223@gmail.com

### **Carrier objectives-**

To get associated with a reputed organization & make use of my interpersonal skills to achieve goals of an organization as well as to expand my learnings, knowledge & skills.

### **Work Experience-**

- Presently working as a Computer Operator since Mar-2021, with Jharkhand Bijli Vitran Nigam Limited, at Electric Supply Division Office, Jamtara.
- Three years of experience as an Office Assistant on (Project role), for Jharkhand Bijli Vitran Nigam Limited at Electric Supply Division, Jamtara since Mar-2018 to Feb-2021.
- Two years of experience as Computer Operator at Minor Irrigation Division, Chaibasa.
- One year of experience of D.T.P & Online related job work at Net – Hub Enterprises, Court Road, Chaibasa.

### **Computer Knowledge-**

- Good hand on computer typing on English as well as in Hindi Language.
- Smooth hand on Ms-Office (Word, Excel and PowerPoint), Internet, Email.
- Knowledge of DTP related work like PageMaker, Photoshop.

### **Educational Qualification-**

- Metric from Lutheran High School Chaibasa under J.A.C, Ranchi with 55%
- I.Com from G.C. Jain Commerce College Chaibasa under J.A.C, Ranchi with 44%
- Graduated from G.C Jain Commerce College, Chaibasa under Ranchi University, with 49%

### **Personal Details-**

Father's Name	:	Sri Ashok Kumar
Date of Birth	:	10 <sup>th</sup> May' 1990
Marital Status	:	Married
Nationality	:	Indian
Religion	:	Hinduism
Hobbies	:	Net Surfing, Playing Cricket & Listening Music

### **Declaration-**

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 14-08-2024  
Place: Jamtara

Mintu Kr. Sharma  
**Signature of Applicant**