

Shivam Gour

Address: Ashok Nagar, Raisen, M.P.

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Objective

To Leverage My Skills And Experience In Construction And Office Management To Contribute Effectively To A Dynamic Organization.

Education

B.Sc.

Barkatullah University, Bhopal - 2015

- Percentage: 73%

12th Standard

Mp Board - 2012

- Percentage: 65.6%

10th Standard

Mp Board - 2010

- Percentage: 61.5%
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Work Experience

Triangle Heights Builders & Developers Pvt Ltd

Civil Supervisor / Site Management

- Duration: 5 Years
- Managed On-Site Construction Activities, Ensured Project Completion Within Time And Budget, Supervised Team Of Workers.

Triangle Heights Builders & Developers Pvt Ltd

Office Management

- Duration: 2 Years
- Oversaw Office Operations, Handled Administrative Tasks, Coordinated Between Departments.

Shriji City Colony, Raisen

Sales Executive

- Duration: 2 Years
- Managed Sales Activities, Interacted With Clients, Closed Sales Deals.

Green City Colony, Raisen

Computer Operator

- Duration: 2 Years
 - Managed Computer Operations, Handled Data Entry And Documentation.
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Skills

- Ms Word
 - Ms Excel
 - Hindi Typing
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Hobbies

- Singing
 - Sketching
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Personal Details

- Father's Name: Shri Kanhaiya Lal Gour
 - Date Of Birth: 7 January 1995
 - Languages Known: Hindi, English
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Self-Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief. I take full responsibility for the correctness of the information provided.

Date :

SHIVAM GOUR