

Navdeep Sharma

V.P.O Pattar Kalan Distt. Jalandhar
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- Sunny Brother's (Unit Of Indian Oil Corporation Ltd.)** 10-12-2013 - 31-3-2019
OFFICE ASSISTANT
Answering phones and emails, collecting and providing information, imputing data, making copies and filing records.
- Sharma Exports (Sporting Goods Unit)** 11-5-2019 - Present
Quality Manager
Responsible for implementing and executing inspection, testing, and evaluation methods to ensure that products adhere closely to company standards.

Education

- Punjab School Education Board** 2005
10th
60%
- Punjab School Education Board** 2007
10+2
65%
- Punjab State Technical Board & Industrial Traning** 2010
Three Years Diploma In Computer Engineering
62%

Skills

- Good Communication
- Good Knowledge About Computer
- Decision Making

Personal Details

- Date of Birth : 07-09-1989
- Marital Status : Married
- Nationality : Indian
- Gender : Male