**GOURAV**Vill. Nauli, P.O. Isherwal, Jalandhar, Punjab
📞 +91 88378 55277 | ✉️ paulgourav41@gmail.com

**💼 PROFESSIONAL SUMMARY**

Tech-savvy and detail-oriented B.Sc. IT graduate with practical experience in administrative support, record management, and digital productivity tools. Certified in Python programming with solid knowledge of hardware and networking. Proficient in Microsoft Office and Google Workspace. Fluent in English and adaptable to dynamic, fast-paced environments. Eager to contribute to an innovative organization and develop professionally.

**🧩 CORE COMPETENCIES**

• Administrative & Clerical Support

• Inventory & Record Management

• Hardware & Networking Knowledge

• Microsoft Office Suite (Word, Excel, PowerPoint)

• Google Workspace (Docs, Sheets, Forms, Slides)

• Programming: Python, C, C++, HTML, CSS, JavaScript

• Operating Systems: Windows 10/11, Virtual Machines

• Customer Service & Communication

**🛠 PROFESSIONAL EXPERIENCE**

**Administrative Assistant**

Gora Enterprises, Punjab — 2022–Present

• Delivered reliable administrative and clerical support across office operations

• Performed data entry and managed digital document workflows

• Maintained detailed inventory and stock records using system tools

• Coordinated customer communications, follow-ups, and complaint resolution

**🎓 EDUCATION**

B.Sc. in Information Technology – SBBS University, Punjab — Graduated: 2022

Senior Secondary (12th Grade) – PSEB — 2019

Secondary (10th Grade) – PSEB — 2016

**📜 CERTIFICATIONS**

• Python Programming (6-week Training) – O7 Institute

**🌐 LANGUAGES**

• English – Fluent

• Hindi – Native

• Punjabi – Native

**👤 PERSONAL DETAILS**

• Date of Birth: 13 November 2000

• Nationality: Indian

• Marital Status: Single