

SHIV DUTT SHARMA

F Block Sarswati Enclave Sec 37 Gurugram Haryana

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01/05/1970



OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings

EXPERIENCE

- Indian Air Force** 30/06/1988 - 30/06/2023
Meteorological Assistant
20 years of office supervision

EDUCATION

- BOARD OF SCHOOL EDUCATION BHIWANI HARYANA** 1986
Matric
1st division
- INDIAN AIR FORCE**
10+2
1st Division

SKILLS

- Microsoft (PowerPoint, Excel , Word)
- Leadership
- Problem Solving
- Adaptability
- Creative
- Communication (English, Hindi)

LANGUAGE

- English (Written , Spoken)
- Hindi (Written, Spoken)

COURSE

- Junior management Course (JMC)
- Warrant Officers Leadership Course (WOLC)
- Advance Meteorological Course (AMC)