

pusha3105@gamil.com

PUSHA GARG

Mobile number: 7589290596

Career objective

Manage and maintain system in the office as Network administration seeking an administrative position in NGO where I can use my fund raising & fund raising.

Academic Record

YEAR	DETAILS	PERCENTAGE	INSTITUTE/BOARD/UNIVERSITY
2022	P.hd	Persuing	
2017	M.Phill	5.5/6	PUNJABI UNIVERSITY PATIALA, CAMPUS
2016	MA	7.19	PUNJABI UNIVERSITY PATIALA, CAMPUS
2014	BA	67.5%	PGGCG, SEC-11 CHANDIGARH
2011	Class XII	78.4%	P.S.E.B
2009	Class X	80%	P.S.E.B

Computer Awareness

- Application Tools :- Basics & MS Office
- Good command in typing English, Punjabi.

Experience

- ❖ Working as Assistant Professor in Public Administration in University College, Barnala from 28 Sep 2020 to till date.
- ❖ Additional Administrative work like Online Dr.Ambedkar Sc Post Matric Scholarship, Online Examination form, Internal Assessment etc.

Extra curricular activities

- *Research paper presented in International conference on good governance.*
- *The role of Social Media in Public Administration and Police Administration.*
 - *Desertation on Organization and working of District Consumer Redressal Forum District Bathinda.*
 - *International seminar of social science sponsored by ICSSR, New Delhi.*
 - *National seminar on governance in 21st century in PUP*
 - *Attended a workshop of 7 days in Punjabi computer kinder in PUP.*
 - *Certificate of merit in public administration in PGGCG sec-11, Chandigarh.*
 - *Certificate of merit in physical education in PGGCG sec-11, Chandigarh.*

Personal Information

- ❖ *NAME:- PUSHA GARG*
- ❖ *FATHER NAME:-VINOD GARG*
- ❖ *MOTHER NAME:- SUNITA*
- ❖ *NATIONALITY:- INDIAN*
- ❖ *SEX:- FEMALE*
- ❖ *D.O.B:- 31 MAY 1993*
- ❖ *MARITAL STATUS:- UNMARRIED*
- ❖ *LANGUAGE PROFICIENCY:- PUNJABI, ENGILSH, HINDI*
- ❖ *HOBBIES:- DANCING, COOKING*

Strenghts

- *Positive attitude.*
- *Hardworking and dedication to work.*
- *Good team player and learner.*
- *Challenging tasks.*

Declaration

I here by declare that all above mentioned particulars are correct to best of my knowledge.

PLACE :- RAMPURA PHUL

(PUSHA GARG)