



- ABOUT ME

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- SKILLS

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- EDUCATION

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# HELLO I'M SUNIL KUMAR

ADMIN EXPERT / VIRTUAL ASSISTANT



## - ABOUT ME

Hello, I'm an Admin Expert & Virtual Assistant freelancer from India. I hold a degree of Information Technology from the Indian Best University.

Name: Sunil Kumar

Email: mail@snuverma.com

Phone: 8-92-979797-8

Date of birth: 21 April 1991

Nationality: Indian

[DOWNLOAD RESUME](#)



## - SKILLS



### DATA ENTRY

Data Entry work is not a Simple Work. Its an Art to do a long-term work in an Advance Mode with 100% accuracy.



### MS OFFICE

All MS Office services are provided i.e. MS Word, MS Excel, Slides and all office components.



### ADMIN SUPPORT

I'm here to support your admin services. I and my team provide a hassle-free service to you.



### PDF EDITING

Any type of PDF files is created, edited and Converted in all supported formats. Fillable PDF service is also available.



### LOGO DESIGN

Unique logo design service is available with awesome fonts and unique Icons. Revision is also provided.



### DIGITAL MARKETING

We'll take your business to the digital world and you'll get a great brand image and revenue too.

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LOGO DESIGN

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PPT PRESENTATION

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## - EDUCATION

Investment in Education will always give you better Interest rate than anything else. Education is not preparation for life; education is life itself.

01

### TECHNICAL DEGREE

BACHELOR OF INFORMATION  
TECHNOLOGY  
2010 - 2013

02

### TECHNICAL DIPLOMA

DIPLOMA IN ENGINEERING &  
TECHNOLOGY  
2007 - 2010

03

### CERTIFICATION

CERTIFIED IN DIGITAL MARKETING  
APRIL 2017

04

### COURSES

CERTIFIED GOOGLE & FACEBOOK  
ADS  
AUGUST 2018



EDUCATION IS NOT PREPARATION  
FOR LIFE, EDUCATION IS LIFE ITSELF.



## - EMPLOYMENT

### FREELANCING FREELANCER

2018-NOW

Now I'm doing freelancing as a full-time business. Freelancing is a Serious Business. I provide multiple services to my clients as per mentioned in the portfolio.

### DONE INDIA DIGITAL MARKETING MANAGER

2016-2018

They have an E-Commerce Platform which was launched in 2016 as an Online Shopping portal. I have operated many operations including Technical issue, Digital Marketing, and Admin Support.

### UNIQUE INDIA PROJECT MANAGER

2014-2016

Unique India Provides contract based services to Government Sector. Services including, Security Services, Outsourcing Staff, Employment Consultancy Services.

### ALTAMETRICS QUALITY ENGINEER

2013-2014

Altametrics restaurant business management solutions include: Back Office, Supply Chain, Workforce Management, Business Intelligence and Point of Sale.



POSITIVE FEEDBACK CAN GIVE YOU A TREMENDOUS AMOUNT OF ENCOURAGEMENT TO KEEP GETTING BETTER, NO MATTER HOW YOUNG OR OLD YOU ARE.

01 FIVE STAR RATING  
ON MY SERVICES

02 AROUND 100%  
POSITIVE FEEDBACK



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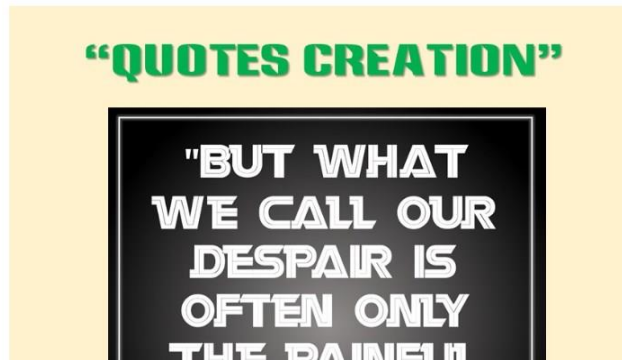
ALL

DATA ENTRY

GRAPHICS

BRANDING

PHOTOGRAPHY



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## - CONTACT



3HISAR, HARYANA,  
INDIA-125001



GENERAL ENQUIRIES  
MAIL@SNUVERMA.COM

\* YOUR NAME

\* YOUR EMAIL

WHAT ARE YOU INTERESTED IN?



YOUR MESSAGE

SUBMIT

