

GAURAV CHEEMA

IT PROJECT MANAGER

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CAREER OBJECTIVE

Showcase your most impressive accomplishments right here. Example-Highly motivated and results driven professional seeking a challenging role as a Project Manager. Leveraging 7 years of experience in developing and implementing successful project management strategies.

WORK EXPERIENCE

IT Analyst, CONTOSO SUITES

20XX - present

- Describe your job role in 2-3 bullet points. Avoid using too many bullets.
- Employers want to know what you've achieved. If possible, quantify what you have accomplished.
- Include key words from the job description in your resume.

Systems Administrator, CONTOSO SUITES

20XX - 20XX

- Highlight your accomplishments but don't exaggerate; they will ask questions from your resume during the interview.
- If you are applying for a position in a new area, emphasize the skills you have established that will be useful in this position.

Technical Support Specialist, VANARSDEL LTD.

20XX - 20XX

- Describe your job role in 2-3 bullet points. Avoid using too many bullets.
- Employers want to know what you've achieved. If possible, quantify what you have accomplished.

- Use simple language and make it easily readable. Recruiters who are unfamiliar with your specific field may review your resume.

EDUCATION

Master's Degree Name | College, University | 20XX

Bachelor's Degree Name | College, University | 20XX

SKILLS

Communication

Time management

Teamwork

Leadership

Critical thinking

Adaptability