

SHAMSHER BANSAL

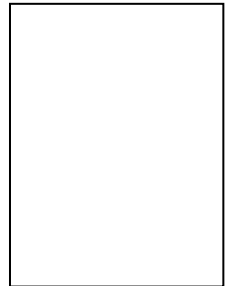
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ADDRESS: VILL MERA-KHILRA, P.O MERAMASIT TEHSIL SUNDER NAGAR

DISTRICT:-KANGRA

H.P (176058)



Carrier objective

Obtaining a challenging position in a reputed organization where I can utilize my Subject knowledge, Communications and technical skills for the development of the organization.

Education

- 10+2: passed from HPBOSE Dharamshala (PERCENTAGE-63%)
- Matriculation (Standard X): Passed from HPBOSE Dharamshala (Percentage -72%)

Strength

- Good communication skills.
- Positive attitude in work time.
- Adaptability in nature

TECHICAL QUALIFICATION

- Done traning courese in electrical cum motor winding at govt . polytecnic , sunder nagar established a govt of india scheme(session oct.2000 to march 2001)
- Done iti (electrician) from him techno pvt . iti mahadev sunder nagar affiliated to depertment of techical education vocational& industrial traning h.p sunder nagar distt mandi h.p (from sessions 2012-2014)

PERSONAL DETAIL

- Date of Birth : 04/10/1987
- Sex : male
- Father's Name : Sh. Tota Ram
- Mother's Name : Mrs. Shneru devi
- Marital Status : Married
- Language Known : English and Hindi
- Nationality : Indian
- Mobile no. : 7018600897

Declaration

– I hereby declare that the above information is true to the best of my knowledge and belief.

Date :-02/11/2020

NAME: SHAMSHER BANSAL

Preparing for an interview

- Carefully examine the job description. ...
- Consider why you are interviewing and your qualifications. ...
- Perform **research** on the company and role. ...
- Consider your answers to common interview questions. ...
- **Practice** your speaking voice and body language.

Analyze the Job

Job Analysis is a process to identify and determine in detail the particular **job duties** and requirements and the relative importance of these **duties** for a given **job**. **Job Analysis** is a process where judgements are made about data collected on a **job**.

Research the Company

- Before you attend a job interview, it's important to [find out as much as you can](#) about not only the job, but also the company. Company research is a critical part of interview preparation. It will help you prepare to answer interview questions about the company and to ask the interviewer questions about the company. You will also be able to find out whether the company and its culture are a good fit for you.
- For a concise understanding of the company, check out the company website, specifically the "About Us" page. Get a sense of how the company compares to other organizations in the same industry by reading articles about the company in industry magazines or websites. You can also check out [company reviews](#) from clients, and from current and former employees.
- Also, spend time tapping into your network to see if you know someone who can help give you an interview edge over the other candidates.

Get Your Interview Clothes Ready

Don't wait until the last minute to make sure your interview clothes are ready. Have an [interview outfit](#) ready to wear at all times, so you don't have to think about what you're going to wear while you're scrambling to get ready for a job interview.

- Decide What to Do With Your Hair

Turns out, the secret to a great haircut is two-fold. First, you must consider [your face shape](#), and secondly, you need to choose a cut that works with your hair's texture.

What to Bring to a Job Interview

- Copies of your resume. **Bring** at least five resume copies. ...
- Pen and paper. ...
- Pre-written questions for your interviewers. ...
- A list of references. ...
- Breath mints or floss. ...
- A bag, briefcase or portfolio that neatly contains all your items. .

Practice Interview Etiquette

Proper [interview etiquette](#) is important. Remember to greet the receptionist, your interviewer, and everyone else you meet politely, pleasantly, and enthusiastically.

- During the interview:
- Timing is Everything. Don't be late. ...
- Dress to Impress. ...
- Know Their Name. ...
- **Practise** Your Handshake. ...
- Have a Drink. ...
- Turn Your Mobile Phone Off. ...
- Body Language. ...

Get Directions

Listen and Ask Questions

During a job interview, listening is just as important as answering questions. If you're not paying attention, you're not going to be able to give a good response.

It's important to listen to the interviewer, pay attention, and take time, if you need it, to compose an appropriate answer. It's also important to discuss your qualifications in a way that will impress the interviewer.

Also, be ready to engage the interviewer. You want there to be a give and take in the conversation, so you're [building a relationship with the interviewer](#) rather than just providing rote responses to questions. Have questions of your own ready to ask the interviewer.

Follow Up With a Thank You Note

Follow up a [job interview with a thank-you note or email](#) reiterating your interest in the job.

Consider your thank-you letter as a follow-up "sales" letter. Restate why you want the job, what your qualifications are, how you might make significant contributions, and so on.

This thank-you letter is also the perfect opportunity to discuss anything of importance that your interviewer neglected to ask or that you neglected to answer as thoroughly, or as well, as you would have liked. Good luck!