**CURRICULAM VITAE**

# ASHWANI SAINI

[**Sainiashwani888@gmail.com**](mailto:anandtrivedi569@gmail.com)

**Contact No: -+91-7500351333, 6397962582(WhatsApp)**

**Objective:**

To work in highly challenging and competitive atmosphere with highly motivated team of professionals where my technical, analytical as well as interpersonal skills could be tested to it’s fullest which in turn provide me enormous opportunity to grow as a professional as well as business space along with assisting the origination to achieve its targets.

**~~Professional Educational Qualification:~~**

* **Appearing of Bachelor of Technology from Computer Science Engineering Uttarakhand Technical university Dehradun Road Dehradun. (Uttarakhand)**
* **Diploma of Polytechnic from Information Technology Uttarakhand Board of Technical**

**Education Roorkee.**

**Academic Qualification:**

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| --- | --- | --- | --- |
| **Course Detail** | **Board Name** | **Date Of Year** | **Percent** |
| 10th | U K Board | 2013 | 63.8 % |
| Diploma | UBTER | 2018 | 65.18% |

1. Advance diploma in database publishing from C.D.T.P Almora Uttarakhand.

**Other Qualification:**

1. Hindi & English typing course from Utech Haridwar.
2. Computer course CCC (Course on computer concept)
3. Certified in Wee box Skills Education .
4. Hardware networking course from IIHT Roorkee.
5. Web Designing course from Sheel Instute Haridwar.

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| **Experiences** | |
|  | **1. Education Skills Sector as a Teacher Computer and Data Entry post (March 2013 to July 2015)** |

**Platform:** Responsible for Teaching, All data entry, and student and teacher’s data management.

**Duration of Work:** from (march 2013 to July 2015)

**Designation:** Computer Teacher and Data entry operator post

**Teaching in Jayanti S.S.D public inter college in Dada Jalalpur Roorkee.**

**VISHAL MEGAMART PART TIME JOB IN CLARK PSOT ALMORA (JUNE2015- JUNE 2018)**

* + **Daily base database update in stock and store local software .**
  + **Monatring for all dipertment and update report per day and fineshing work of stor management.**
  + **Daily check biometric attendance and manual formate update exel sheet.**

**QUALITY EXECUTIVE DDU-GKY CPIT SKILLS EDUCATION DEOBAND SAHARANPUR UP(JUNE 2018-JAN 2020 )**

**Platform:** Responsible for Ready database skill training sector.

Given training on various platform all data are ready and maintain or problems related issues,

* MAKING ALL SFs.
* Design technical manuals using simple language
* Conduct role-specific training on tools and programs each team uses daily
* Perform regular organization-wide trainings on system security
* Evaluate the effectiveness of each educational session.
* Maintain updated records of training curriculum and materials

Responsibilities

* Liaison with government functionalities such as Electrical Dept, NSDC, SRLM & CTSA.
* Coordination with state level government agencies, monitoring bodies and community organizations and other local partners for local brandings.
* Entirely responsible for smooth implementation of project and overall management.
* Monitoring the performance of operation team, Placement team and Center managers.
* Reporting to the national quality head and management also in head office.
* To maintain relationship with all juniors and seniors.
* Worked projects in DDU GKY & PMKVY.

**QUALITY EXECUTIVE (Q TEAM) BIPS SYSTEMS PVT.LTD DDU GKY SKILLS TRAINING CENTRE KOTDWAR UTTARAKHAND (FEB 20 – OCT 20)**

Responsibilities

* Liaison with government functionalities such as Electrical Dept, NSDC, SRLM & CTSA.
* Coordination with state level government agencies, monitoring bodies and community organizations and other local partners for local brandings.
* Entirely responsible for smooth implementation of project and overall management.
* Monitoring the performance of operation team, Placement team and Center managers.
* Reporting to the national quality head and management also in head office.
* To maintain relationship with all juniors and seniors.
* Worked projects in DDU GKY & PMKVY.

**QUALITY EXECUTIVE (Q TEAM) DPS EDUCATIONAL SOCEITY DDU GKY SKILLS TRAINING CENTRE MATHURA (NOV 20 – TILL DATE)**

**Responsibilities**

* Liaison with government functionalities such as Electrical Dept, NSDC, SRLM & CTSA.
* Coordination with state level government agencies, monitoring bodies and community organizations and other local partners for local brandings.
* Entirely responsible for smooth implementation of project and overall management.
* Monitoring the performance of operation team, Placement team and Center managers.
* Reporting to the national quality head and management also in head office.
* To maintain relationship with all juniors and seniors.
* Worked projects in DDU GKY & PMKVY

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**Skill Set:**

* + C PROGRAMMING LANGUAGE
  + C++ programming
  + JAVA programming
  + .Net programming
  + Knowledge of M S Office -2003,2007.2010,2013,2015,2016,
  + Internet browsing online work and data uploading.
  + WEB DEGINING -CSS ,HTML,PHP
  + 6 MONTHS COURSE CERTIFIED -DTP(IN GOVT.COLLEGE )
  + 4 MONTHS CERTIFIED IN WEEBOX SKILLS CERTIFICATE.
  + CSC CERTIFIED FIELD EXECITIVE OFFICER IN MINISTERY OF ELECTRONICS AND INFORMATION TECHNOLOGY(MEITY)
  + MIRGS PORTAL WORKINGRAT, Kaushal pagati, AND KAUSHAL PANJEE.
  + ALL SF KNOWLEGED uploading and making.

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| **Personal Details** | | |
| **Date of** | 05/11/1998 | |
| **Birth Sex** | Male | |
| **Marital Status** | Unmarried | |
| **Father’s Name** | Mr. Tejpal Saini | |
| **Mother’s Name** | Mrs. Sundari Devi | |
| **Strengths**  **Hobbies &** | * Leadership * Positive thoughts * Hardworking * Time management * Ability to work in a team * Quick learning * punctuality | |
| **interest** | Playing cricket ,Surfing Internet, Listening to Motivational speech. | |
| **Languages** |
| Hindi, English | |
| **Known** |
|  | **Permanent** | **Present** |
| **Address &** | Village – Akbarpur Kalson P.o Hallumazrz Bhagwanpur Block – Bhagwanpur  Tehsil – Bhagwanpur District – Haridwar  Mobile no -6397962582,7500351333 | SAME AS |
| **Phone Number** |
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|  |

**DATE:**

**PLACE: [ASHWANI SAINI]**