**RESUME**

**AMIT KUMAR MISHRA**

**DOB: 15 June 1984**

**Address: Sunderwala,**

**Near Govt. Ration Shop**

**Dehradun – 248008, Uttarakhand**

**Mobile: 9045057771**

**E-mail: rav.amit0007@gmail.com**

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I am currently working as **Computer Science Teacher –** Raksha Anusandhan Vidyalaya and also performing additional duties of **Back Office Assistant & Trainer of Educomp SmartClass**.

**Total Work Exp: 10 + Years**

**Raksha Anusandhan Vidyalaya Dehradun**

**September 2019 till date**

**Designation – Computer Instructor**

**Key Responsibility Areas:**

* Teaching classes from IV to X
* To guide the students during their Lab Session
* Taking special/ extra classes for weak students
* Responsible for marking the class attendance
* Responsible for taking Formatives
* Preparing examination report cards for individual student
* Preparation of Subject Question papers for Internal Exams
* Maintaining details of the students of standard IX and X for CBSE on CBSE CCE Software
* Sole responsible of On-line affiliation of RAV
* Online CBSE data submission on CBSE Server
* Setting/ Typing of mathematics examination papers for entire school
* Organizing school functions
* Maintenance of computers of entire school and lab
* Interacting with the guardians during PTM
* Maintenance of Educomp SmartClass

**GTECH Computers New Delhi**

**December 2006 till January 2008**

**Designation – Computer Science Teacher**

**Key Responsibility Areas:**

* To deal with the new students
* Guiding students during their theoretical sessions
* To guide the students during their Lab Session
* Duplicate Certificates
* Record Keeping
* Responsible for handling attendance for the students
* Maintaining attendance file for Back office
* Preparing examination report cards for every student
* Assisting various queries of students guardians
* Responsible for preparing mark sheets of the students
* Preparing certificates for the Special Prizes

**Achievements:**

* Joined as a faculty and got promoted to Admission Co-ordinator

**DEV Public School Muzaffarnagar**

**Designation – Computer Lab Assistant**

**12Months**

**Key Responsibility Areas:**

* Responsible for sending and retrieving e – mails.
* Sending and Receiving Faxes
* Installing Windows.
* Software Installation
* Maintaining Lab Computers.
* Installation of Computes in School

**Educational Qualification**

* Bachelor in Computer Application. (B.C.A)
* Post Graduate Diploma in Computer Application (PGDCA)
* Master of Arts in Sociology

**Computer Proficiency**

**Operating System:**

* MS-DOS
* Windows 98/ME/2000/XP/VISTA/Window 7

**Applications:**

* MS – Word
* MS – Power Point
* MS – Excel
* MS – Access

**Internet Proficiency:**

* MS – Outlook
* Google Chrome
* Internet Explorer.
* Mozilla Firefox

**References**

* Mr. Sanjay Kumar Bahuguna Mr. Praveen Kumar Solanki

Games Teacher LDC

Raksha Anushandhan Vidhayalaya Raksha Anushandhan Vidhayalaya

09412005828 08057156807

**Personal Profile**

Date of Birth : 15 June, 1984

Father’s Name : Late Dr. A K Mishra

**Address for Correspondence**

Sunderwala, Near Govt. Ration Shop

Raipur Road, Dehradun – 248008

Uttarakhand

**Date:**

**Place: Dehradun (Amit Kr. Mishra)**