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| ROMIT SINGH  KHATANA | Jaipur, Rajasthan  +919560387143  Romitkhatana72@gmail.com  Romit Singh Khatana |

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|  | **Objective** |

I am looking for a position as an IT Specialist in the organization where I can utilize my skills at understanding and testing software and the opportunity to upgrade my knowledge about the new and emerging trends in the sector.

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|  | Education |

## HSC | Sri Vardhman Vidyalaya

### 2010 – 2012

## BCA | Hemchandrachar North Gujarat University

## 2012-2016

**Bachelor in Computer Science** from HNGU with 63%.

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|  | Experience |

## IT EXECUTIVE | Express Roadways Pvt Ltd

### 2018 – 2020

Web design and Software developed, website admin. working on Mvc .net C#

Create data report in excel with using formals.

**JOB RESPONSIBILITIES |**

* Analyzing Project Requirement Document and Functional specification.
* Developing Technical specification based on functional requirement.
* Development of interfaces based on Technical Specification.
* Enable delivery through good planning, proactive communication and timely execution.
* Bug documentation, Reporting and tracking bugs till closure.
* Manage data base and data and create reports using Excel and google sheet.
* Perform Defect Logging, writing test cases & executing test.
* Helping colleagues with complex and simple technical issues.
* Attending face to face meeting with end users and senior managers.
* Helping to install and improve computer software and network equipment.
* Performing audits of IT assets and equipment.
* Working on client site support projects.
* Providing timely support to users.

## MIS/ IT SPECIALIST | SMEC India Pvt Ltd

### may 2020 – present

Working in this company as a MIS/IT Specialist on Rajasthan state Highways Project. Manage data and analyses data. Give technical support to user and client.

**JOB RESPONSIBILITIES |**

* Providing timely support to users.
* Data entry management generate closing reports & end on Daily and weekly Basis.
* Software Maintenance.
* Monthly MIS & TC Report.
* Resolve Legal issues.
* Maintain Monthly, Quarterly, Yearly reports and update data on website.
* Developing Technical specification based on functional requirement.
* Attending face to face meeting with end users and senior managers.
* Working on client site support projects.
* Development of interfaces based on Technical Specification.
* Maintain server preformation.

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|  | Skills |

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| * Good Knowledge of Database: Sql Server, .net, Mvc asp.net * Primary Knowledge of Languages: C#, CSS, HTML | * Check web site and fine errors and try to resolve * Knowledge of Microsoft Office * Excel, Work, etc. |

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|  | Hobbies |

* Playing Cricket
* Lean Online for IT
* Watch Movies
* Bike Ride

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|  | Language |

* Hindi
* English
* Gujrati

**Date : Signature:**