****

**RESUME**

**Permanent Address: -**

*Gali No.4, Ward No. 17, Uttam Nagar*

*Near Chara Mandi, Loharu Road,*

*Bhiwani –127021 (Haryana)*

*Mob.- No. 8307484056,9812793058*

E mail: rkmehra1987@gmail.com

**RAMESH KUMAR**

**CAREER OBJECTIVE:-**

* To strive for excellence in my chosen field and believe in dedication working to prove my caliber and work towards the achievements goals of the organization.

**ACADMIC QUALIFICATION:-**

* 10th from H.B.S.E. Bhiwani with 67% marks (2003).

**PROFESSIONAL QUALIFICATION: -**

* 3yrs Diploma in Computer Engg. from C.D.L. Govt. Polytechnic, Sirsa with 58.53% marks (2003-06).
* Computer Basic Language Certificate Course from CYTEC Computer Centre, Bhiwani (2007).
* B.C.A. from Ch. Devilal University Campus, SIRSA with 54.52% marks (2009-2013).
* B.Ed Spl. Edu. (Mental Retardation) from CBLU Bhiwani under Rehabilitation Council of India, New Delhi with 71.35%.
* Yoga Appreciation Programme Certificate from YCB, MINISTRY of AYUSH, Govt. of India (2021).
* Yoga Volunteer Certificate from YCB, MINISTRY of AYUSH, Govt. of India (2021).

**TECHNICAL KNOWLEDGE:-**

* Computer Knowledge of MS-Office, Internet and all types of online application forms like as Admission Registration, PMS Scholarship Registration Form, Apprenticeship and Placement.
* Administration office work as Admission, Reports and file management.
* Management of Library books records and others files.
* Letter Receiving and Dispatch Diary work.
* Counseling and guidance for Admission.
* Motivator, Educator and Adoptable.
* Guidance and counseling for Career.

**EXPERIENCE:-**

* Worked as a Trainer to teach the Basic Computer knowledge for DHBVN Haryana Govt. Employees under CYTEC Computer Centre, Bhiwani in 2007.
* **Worked as a Technical Associate-III District In-charge in Bhiwani of Dakshin Haryana Bijli Vitran Nigam (DHBVN) Yadav Measurement Pvt. Ltd, Gurugram, Haryana under Secure Metres Limited in 2008-09.**
* Worked as a COPA Instructor (Computer Operator & Programming Assistant Instructor) in Adarsh Medical Pvt. ITI, Bhiwani (Haryana) from 20.08.2010 to 24.08.2012.
* Worked as a Principal (Jr. Scale) in Adarsh Medical Pvt. ITI, Bhiwani fromw.e.f 26.08.2012 to 30.08.2018.
* Worked as an Administrative officer in Distance Education Examination of M.D.U, Rohtak at Adarsh Medical Pvt. ITI, Bhiwani from March, 2015 to May, 2015.
* Working as a Principal (Jr. Scale) in Adarsh Medical ITI, Bhiwani from w.e.f. 01.08.2020 to 17.07.2021.
* Centre Superintendent Duties for D.Ed Spl. Edu- MR/CP Regular and Supplementary Examination of NIEPMD, Chennai at Examination Centre Adarsh Medical Pvt. ITI, Bhiwani from year 2017 to 2020.
* Centre Superintendent Duties for D.Ed Spl. Edu.-H.I Regular and Supplementary Examination of AYJNISHD, Mumbai at Exam Centre Adarsh Medical Pvt. ITI, Bhiwani from May, 2017 to July, 2021.
* Worked as a Placement officer for Technical, Vocational and Healthcare Sector Skills Council modules under PMKVY 1.0 to PMKVY 2.0 programmes.
* Worked in SCPwDs MSJE, NSDC, Lok Bharati-PTC India Foundation Programs, VTP, SDMS, HSDM, MSME, NULM, Flexi-MoU Gram-Tarang Modules of Haryana State Govt. and Govt. of India in various Govt. Skills projects and Departments.

**SEMINARS AND WORKSHOPS:**

* Participate in 2nd National Seminar program 24th to 25th March 2018 at Adarsh Rehabilitation Centre for Physically and Mentally Handicapped Children, Bhiwani (Hr.).
* Participate in CBR/CRE Workshops program from 2012 to 2021 at Adarsh Rehabilitation Centre for Physically and Mentally Handicapped Children, Bhiwani (Hr.).

**EXTRA CURRICULAR ACTIVITIES:-**

* Gold Medal in 400mtrs Relay Race event at Ch. Devilal Govt. Polytechnic, (Sirsa) in 2004-06.
* Bronze Medal in Long Jump event at Ch. Devilal Govt. Polytechnic, N. Chopta (Sirsa) in 2004-06.
* State Level Kabaddi Captain of “Punjab & National Style Kabaddi” event held at BKN Govt. Polytechnic District Mahendergarh (Hr.) in 2004-06.
* First Prize in Choreography in Annual Fresher Function at C.D.L Govt. Polytechnic, Sirsa in 2004-06.

**INTEREST AND HOBBIES:-**

* Work on Time with Honesty and Responsibility.
* Strength ability to work in high stress environment.
* Yoga Practice and Playing Kabaddi.
* Reading &Writing and Searching new things on internet.

**PERSONAL DETAILS:-**

**Name** : **Ramesh Kumar**

Father’s Name : Sh. Nihal Singh

Mother’s Name : Smt. Birmati Devi

Date Of Birth : 13Oct, 1987

Gender : Male

Marital Status : Married

Religion : Hindu

Language Known : Hindi & English

**DECLARATION: -**

* I do hereby declare that all the information furnished above by me are true and correct to the best of my knowledge and belief.

Date: …………

Place: Bhiwani SIGNATURE