**RESUME**


## DECAUSTER PHILIPS

### Bungalow No.: - 68, Plowden Road, Mhow - 453 441(M.P)

**Contact No**: 9109398909

## E-mail id: decauster@gmail.com

**CAREER OBJECTIVE:**

Seeking responsibility and challenging opportunity that would utilize and encourage my abilities through dedicated hard work and resources of the company to achieve combined growth**.**

## PROFESSIONAL QUALIFICATION:

* Passed **M.C.A (Master of Computer Application)** from **Sikkim Manipal University** with Grade-A (74.15%) in Dec-2017.
* Passed **B.Sc. IT (Information Technology)** in June 2006 from **Sikkim Manipal University**

with Grade-B (67.35%).

## ACADEMIC QUALIFICATION:

* **Higher Secondary** from Rajasthan Board of Secondary Education in 2001 from Science/Math stream with 63.50%.
* **Secondary** from Rajasthan Board of Secondary Education in 1999 from all streams with 64.80%.

# WORK EXPERIECE:

* Working as an Admin. Executive in ProXcellence Academy (Training Institute in Volvo Eicher Commercial Vehicles Ltd. – Pithampur) since Mar-18 (1.5 years SAP MM End User).
* Worked as an Office Executive [Billing] in Jet Transline Agency, Pithampur (M.P) from June-16 to Feb-18.

## TECHNICAL SKILLS:

* Operating Systems : Win 98/ Win XP/ Win 7 & 10
* Web Technologies : HTML, XML and Java Script
* RDBMS Packages : Oracle 8i, Oracle/Developer 2000
* Tools : MS Office
* Languages : C, C++, VC++, Visual Basic and Java.
* Databases : Basics of MS SQL Server 2000 , Oracle

## Present Job Roles & Responsibilities:

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| --- | --- | --- | --- |
| **Sl.****No.** | **Responsibilities** | **Linked Department** | **Measurement** |
| **1** | Administration-HR | Academy | 1. To seek nominations from Dealers.
2. Release administration Letters for the candidates.
3. Prepare for all necessary arrangements (Hostel Stay, Food, Transport, basic requirements during the training-Notes, Stationary Hospitality at Academy and Hostel for the candidates.
4. Stationary requirements for Office Staff.
5. To keep check on Housekeeping, hospitality of staff, Guests.
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|  |  | Dealers | MIS Development (Monthly Reports, Feedback Mechanism & Performance Report) |
| Candidates | 1. To maintain details of the candidates their dealerships.
2. To ensure receiving of the course fees from all candidates.
3. To provide Uniforms, Stationary, conduct documentation on candidate’s arrival at Academy.
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|  |  | PO Making | Obtain approval from managers, and subjectmatter experts |
|  |  | Payment Clearance | Make sure the payment to the Vendors is done ontimes |
|  |  | Stipend of trainees for long time courses | Processing of trainees stipend with finance from code making to final disbursement |
| **2** | Finance | Finance report ofProxa | Prepare monthly financial report and share withconcern persons |
|  |  | Debiting fee to Dealer | Debit course fee of candidates to respective Dealer who got training from Proxa. |
|  |  | Vendor Management | 1. Ensure delivery of material purchased is done on time.
2. Carry out documentation in case of New Vendor
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| **3** | Evaluation Process & training effectiveness | Candidates/Academy | 1. Ensure candidates are evaluated on regular basis, Conducting - 3 no’s (T-QUEP) 2nos (S- QUEP) and 1 no quarterly evaluation as per the course duration.
2. Evaluate performance and declare results.
3. To arrange for Batch closing ceremony/Guest Welcome.
4. Feedbacks
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| **4** | MIS-E Module/ I- learn Portal | Academy/ Competence Development Centre (CDC) | To Update Portal of ProXcellence Academy & I - learn. Portal wherein all the Academic details should be available like;1. Circulars for New course/Batch start and end date info.
2. Detailed Info on Candidates trained till date with the info on their Dealer name and contact details.
3. Nomination form should be available online. Dealers can update their inquiry, seek admission for candidates, etc.
4. Complete processing will be done online.
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| **5** | Others Activities | Functions/Events Arrangement/Dealer Interaction | 1. Events Organization- To arrange all the basic requirements during the events like; Welcome of Guests, Snacks, administration throughout the functions, Event Hosting.
2. Dealer Interaction-To interact with Dealers & Supervisor's at regular interval.
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**PERSONALITY TRAITS:**

* + Sincere, Punctual, Co-operative and Versatile
	+ Having Good analytical skills, a quick learner & result oriented.
	+ High degree of confidence, positive attitude, good team spirit and hardworking capability
	+ Easily adaptable to changing work environment
	+ Excellent communication skills in written and verbal both.
	+ Keep myself calm in pressure situation.

## PERSONAL DETAILS:

Father’s Name : Mr. DENNIS RONALD PHILIP

Mother’s Name : Mrs. QUEENA DAVID

Date of Birth : 21st Jan 1983

Gender : Male

Marital Status : Married

Nationality : Indian

Languages known : Hindi & English

Current CTC : Rs. 3, 15,000/- Annum

Notice period : 1 month (can be minimized)

# Declaration

### I hereby confirm that the information given in this resume is true to the best of my knowledge. In case any error or omission is found at a later date. I shall be liable for the consequences arising from these including termination of my employment.

**Date:**…………….

**Place**: Mhow **(*Decauster Philips*)**