Curriculum Vitae

RAVI SHANKER DWIVEDI

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Objective:

I aspire to acquire an inventive and challenging job, where I can implement my engineering and interpersonal skills, which provide me the opportunity to gather innovative ideas, discover coming career possibilities and respective pleasure.

Professional Qualification:

- ➢ **BCA** from, **Integral University**, Lucknow,2012
- ➢ **ADCA** from **Academy of Computer Education (ACE),** Barabanki, 2012
- ➢ **Course of Computer Concept** from **NIELIET,** 2015
- ➢ **M.Sc. (C.S)** from **Integral University** DDE, Lucknow, 2019

Academics:

- ➢ **10+2** from Waris Children Academy Inter College, Barabanki 2009.
- ➢ **High School** from Waris Children Academy Inter College, Barabanki 2007.

Experience:

- ➢ Present I am working **Shri Ramswaroop Memorial University** as an **office Executive (Data Analysis)** in the Department of Pro-Chancellor Secretariat.
- ➢ I have worked in **BBD NITM** as **Computer Lab Assistant** in the **Department** of **CSE** from **23-Feb.-2013** to **25Oct. 2017.**

Current Job Responsibilities:

- ➢ Extend Appropriate Procedure, respond to queries and document resolution of repetitive issues.
- ➢ Capture Statistical reporting information.
- ➢ Maintaining File and create a summary for different departments and block wise.
- ➢ Checking of Uploaded Documents on Share Point.
- ➢ Inspection of All Departments, Class, Labs, Hostel, Mess and raise any issues to informed Higher Authority.
- ➢ Maintain and updated the records File and Follow up on new issues.
- ➢ Collecting data from different departments and Finding problems.
- ➢ Sent Different types of reports to the manager on a daily basis and as per need.
- ➢ Practical experience and expertise in handling various data and reporting.
- ➢ Co-coordinating and Participating Many Event in University Level.
- ➢ Checking SES, Syllabus, Internal Test, Faculty Load Chart, Question Paper etc. on Share point and Manually.
- ➢ Documentation, Academic Work, Inspection, Infrastructure, New Documents required, file Management Quality Check.

Previous Job Responsibilities:

- ➢ Support computer lab operations.
- ➢ Support faculty and students to use computer software and hardware.
- ➢ Extend appropriate procedures, respond to queries and document resolution of repetitive issues.

- ➢ Present on software packages and applications and develop lab templates.
- ➢ Respond to queries and introduce students to use of computers and peripheral equipment.
- ➢ Develop records of students involving in computerized instructional support.
- ➢ Manage laboratory software, test materials and hardware to ensure security.
- ➢ Handle lab equipment to clean keyboards, monitors and disk drives.
- ➢ Watch lab occupants while entering and leaving lab t secure equipment.
- ➢ Ensure proper treatment and authorized removal of equipments.
- ➢ Log equipment damage and malfunctions.
- ➢ Capture statistical reporting information.
- ➢ Offer access to reference manuals and other information to users.
- ➢ Extend assistance towards computers and printers' support.

Hardware Exposure:

Whole Window/Software Installation.
System formatting/Maintenance.

Software Exposure:

Operating System:	Windows XP/07/08/Ubuntu
Web Technology:	HTML, CSS
Languages:	Basic C, C++
MS-Office	2003/2007/2010

Typing Skills:

- ➢ English Speed-30 Wpm
- ➢ Hindi Speed-25 Wpm

Key Skills:

- ➢ Create and explore things to get them better and find new ways.
- ➢ Ability to work effectively in a team with focus on the goal.
- ➢ Quick learner, highly motivated and hardworking.

Personal Details:

Name:	**RAVI SHANKER DWIVEDI**
Father's Name:	Late. ASHOK KUMAR DWIVEDI
Date of Birth:	May 10, 1992
Gender:	Male
Marital Status:	Single
Language known:	Hindi, English,
Nationality:	Indian
Hobbies:	Making Friend,
Permanent Address:	C/595, Shri Nagar Dewa Road, Barabanki, (U.P)

Declaration:

I hereby solemnly declare that the above given information is true, to the best of my knowledge and belief.

Signature:
Date: