

PROFESSIONAL SUMMARY

1. **AIDA MANAGEMENT CONSULTANTS, NOIDA (U.P)** **June 2019- till date**
(Administrator Officer)
 - Team Coordination
 - Smooth Working of Office Operations
 - Virtual Meetings/ Calls Arrangement
 - Making travel arrangements of the MD of the company
 - Social Media Handling
 - Inventory & Vendor Management
 - **On Call Consulting/ Advisory for the National/ International Clients**
 - Assisting to MD to schedule consultancy calls for both National/ International Clients
 - Replying the questionnaire received from the client to make ensure the call is fixed
 - Fixation & Negotiation of charges of call (in\$ @per hour)
 - Making ensure the appropriate payment is received on time
 - Seeking & Applying for New such Projects (to connect with more clients)
 - **IT Responsibilities**
 - Setting up new users accounts and assigning roles & privileges accordingly
 - Providing technical support for both hardware and software issues as required
 - **HR Responsibilities**
 - Facilitating the entire recruitment process: right from drafting & advertising the recruitment post, scheduling the interview of the short listed candidates and then completing the joining process
 - Drafting and implementation of HR policies, circulars etc.
 - Maintaining Attendance Record of the team
 - Issuing the NOCs, relieving and experience certificates etc. as and when required
2. **ADARSH CONVENT SEN. SEC. SCHOOL, MOGA** **Nov 2014- May 2019**
(School Administrator)
 - All academic & non-academic administrative related tasks
3. **EDUCOMP SOLUTIONS LIMITED, GURGAON** **April 2010 – Nov 2014**
(Smart Class Coordinator)
 - Overseeing server-client computers
 - Maintaining LAN networking
 - Addressing routine technical issues
 - Assigning roles & permissions
 - Ensuring the renewal of software license
 - Managing data (spacing and backups)
 - Maintain a daily record of server data used
 - Validating sharing access
 - Conducting timely training sessions to the client (staff)
 - Keeping server, hardware and software up-to-date

CURRICULUM VITAE

4. NESTLE INDIA LIMITED, MOGA December 2008-October 2009
(OJT, SAP User)
- Handling the task of preparation of customer master reports in sap and forwarded the same to the corporate and individual delivery teams for their review
 - Handling MIS report, monthly closing stock taking and many more routine activities
 - Reports creation in MS-excel
 - Keeping record of daily in-take of milk in FMR(fresh milk reception) plant
 - Posting the entries into sap system
 - Assisting in auditing the reports
5. D.M. COLLEGE OF EDUCATION, MOGA September 2007-May 2008
(Computer Instructor/ Teacher)
- Responsible for teaching skills of computer education, paper-iv (b) along with computer craft practical work, ensuring hardware maintenance as well

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EDUCATIONAL DEVELOPMENT

- ✓ ERP /SAP (S&D), 2008 : High Technologies Solutions, Gurgaon :Grade-'A'
- ✓ MCA, 2008 : Punjab Technical University, Jalandhar : 76.4%
- M.Sc.(IT), 2007 : Punjab Technical University, Jalandhar : 76.4%
- ✓ B.Ed., 2006 (T.O-Maths & English) : Punjab University, Chandigarh 66.1%
- PGDCA, 2005 : Punjab University, Chandigarh : 76.4%
- Graduation, 2004 (Maths, Eco, C.S.) : Punjab University, Chandigarh : 2nd Division
- Senior Secondary, 2000 : PSEB, Mohali : 2nd Division
- Matriculation, 1998 : PSEB, Mohali : 2nd Division

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COMPUTER PROFICIENCY:

Operating System : WIN 2000, Win XP, Win7, Win 8, Win Server Edition 2003
Languages : C#, C++, C, ASP, HTML, XML, JAVA
Software /Module : ERP (SD)
Others : MS- Office, Data Communications and Networking,
Accounts, RDBMS & Internet applications

Languages Known : English, Hindi & Punjabi

Skill Set: Drafting & Fast Typing Speed


(Ravi Jindal)

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