

## CURRICULUM - VITAE

**NAME** : RAMCHANDRA

**FATHER'S NAME** : Shri Hublal

**DATE OF BIRTH** : August 16, 1976

**NATIONALITY** : Indian

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**PERMANENT ADDRESS** : Village- Makdoompur Doksaha  
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H.No. E-102, Shantipuram,  
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Allahabad-211 013

**CONTACT NO.** : 7525048068

**MARITAL STATUS** : Married



### **PROFESSIONAL QUALIFICATION:**

<b>Exam. Passed</b>	<b>Div./Grade</b>	<b>Passing Year</b>	<b>Subject</b>	<b>Institute / College/ Uni.</b>
Diploma in Software Technology	Grade-B	1998	DOS, Fundamental, WordStar, Programming in dBase & FoxPro, Lotus-123, MS Office (MS Word, Excel, PowerPoint), MS Windows, Advance DOS, Virus Utilities, Unix and C.	CMC Ltd., Allahabad
Computer in DTP/ EDP	1 <sup>st</sup> Div.	2000	DOS, MS Word, MS Excel, MS PowerPoint, PageMaker,	A.G.S.S., Allahabad
One year Diploma Programme in Management Information Technology (MIS)	1 <sup>st</sup> Div.	2004	Element of Management, Information System in Bus. Mgt., System Analysis and Design, Information Technology, Fundamentals of Mgt. Information System, Application of Mgt Information System.	AIIMS, Chennai
Post Graduate Diploma in Human Resource (Perusing)	-	2015	Managing Men, Organizational Design, Development and Change, Human Resource Development, Union Management Relations.	UPRTOU, Allahabad

**ACADEMIC QUALIFICATION:**

Exam. Passed	Passing Year	Subject	Board / University
Postgraduate (Social Work)	2013-14	Samaj Karya-Sidhant Evam Abhyash, Samaj Kaya, Samajik Samuhik Sewa Karya, Samjik Shodh Evam Sankhyiki, Samudayik Sangathan, Samajk Niti, Niyojan Evam Vikas, Communication Evam Counselling	UPRTOU, Allahabad
Executive-MBA (Finance)	2012-13	Corporate Finance, Investment Management, Security Analysis an Portfolio Management, Financial Derivatives, Strategy in Business, International Business, Entrepreneurship, Management Information System,	Karnataka State Open University, Mysore
Postgraduate (M.Com.)	2004-05	Computer Application in Bus., Corporate Legal Frame Work, Corporate Tax Planning & Magt., Strategic Magt., Human Resources Mgt & Ind. Relations, International Bus., International Mkt., Foreign Trade Policy, Procedures & Documentation.	C.S.J.M. University, Kanpur
Graduate (B.Com.)	1999	Statistics, Functional Management, Pub. Enterprise, Govt. Bus., Life & Property Insurance, Insurance Management & Salesmanship	A.U., Allahabad
Intermediate	1993	General Hindi, English, BK & Accountancy, Business Organization & Correspond, Banking	U.P. Board, Allahabad
High School	1991	Hindi, English, Social Science, Math-one, Science-one, Commerce	U.P. Board, Allahabad

**WORKING EXPERIENCE:**

Employer	Status of Institute /University	Post Held in	Pay Scale & Grade Pay	Basic Pay	Period of Employment		Nature of Duties/Work
					From	To	
Finance Department, U.P. Rajshri Tandon Open University, Allahabad [Leave]	State Govt.	Computer Operator Gr-I	5200-20200 GP Rs. 2400/-	Rs. 10450/-	Jun. 30,2012	Till date	Noting & Drafting related to accounts, Prepared Payment Lists, Drafting related Banks, Voucher preparation and Cheque Printing, office correspondence.
NTMIS Nodal Centre, MNNIT, Allahabad	Central Govt.	Research Associate	9300-34800 GP Rs. 4200/-	Rs. 16480/-	Feb. 01, 1999	Jun. 29, 2012	Research Work, Data Analysis, Computer Work, Purchase, Filed Work, Maintenance of NTMIS Library etc.
Admission Committee, (CEE-97, CEE-98) MNNIT, Allahabad	Central Govt.	Computer Operator	1400/- per month (Fixed Basis)	NA	Apr. 01,1997	Jan. 31, 1999	Computer Typing, Data Entry, Dispatch, Stock Entry and others Office Work
Mech. Engg. Deptt, MNNIT, Allahabad	State Govt.	Research Assistant	1000/- per month (Fixed Basis)	NA	Jul 18, 1995	Mar. 31, 1997	Data Preparation, Computer Typing Dispatch, Stock Entry, and Office Work.

## LIST OF SIGNIFICANT CONTRIBUTIONS DURING LAST 19 YEARS OF PROFESSIONAL CAREER:

- ❖ Work from February 01, 2012 to June 29, 2012 in **Recruitment Cell**, Motilal Nehru National Institute of Technology, Allahabad as Computer / Office assistant (PT).
- ❖ Work from March 2009 to May 2010 in **HQ NIMCET09**, Motilal Nehru National Institute of Technology, Allahabad as Technical Assistant (PT).
- ❖ Work from March 2008 to February 2009 in **HQ CCB-2008** (Central Counseling Board-2008), Motilal Nehru National Institute of Technology, Allahabad as Technical Assistant (PT).
- ❖ Contributed as member of Technical Session Committee and Registration Committee National Conference on **“Earthquake Disaster: Technology and Management”**, held on February 11-12, 2006 at MNNIT, Allahabad.
- ❖ Contributed as supporting staff member of AIEEE, CCB Counselling & Reporting Centre (**CCB-2005 to CCB-2011**) at MNNIT, Allahabad Centre.
- ❖ Contributed as member of Technical Session Committee and Registration Committee of National Conference on **“Geotechnics in Environmental Protection”**, held on 9-10 April 2005 at MNNIT, Allahabad.
- ❖ Work from May 01, 2003 to August 31, 2003 in **CCB-2003** (Central Counseling Board-2003), Motilal Nehru National Institute of Technology, Allahabad as Computer Operator (PT).
- ❖ Work from March 01, 2002 to August 31, 2002 in Coordination Committee, **UPMCAT-2002**, Motilal Nehru National Institute of Technology, Allahabad as Computer Operator (PT).
- ❖ Contributed as member of Technical Session Committee and Registration Committee **“Indian Geotechnical Conference-2002”**, 20-22 Dec'02 at MNNIT, Allahabad.
- ❖ Work from April 16, 2001 to February 28, 2002 in Coordination Committee, **UPMCAT-2001**, Motilal Nehru National Institute of Technology, Allahabad as Computer Operator cum Office Assistant (PT).
- ❖ Contributed as member of Technical Session Committee and Registration Committee of National Seminar on **“Geotechnical Perception of Environmental Challenges”** held on June 29-30, 2001 MNREC, Allahabad.
- ❖ Work from September 05, 2000 to March 31, 2001 in Admission Committee, **UPSEAT-2000SE**, Motilal Nehru National Institute of Technology, Allahabad as Office Assistant (PT).
- ❖ Work from April 01 to November 30, 2000 in Admission Committee, **UPMCAT-2000**, Motilal Nehru Regional Engineering College, Allahabad, as Computer Operator cum Office Assistant (PT).
- ❖ Work from February 01 to October 30, 1999 in Admission Committee, **UPMCAT-1999**, Motilal Nehru Regional Engineering College, Allahabad, as Office Assistant (PT).
- ❖ Work from six months in **Polytechnic Teachers Recruitment Test (PTRT-1996) Office**, Motilal Nehru Regional Engineering College, Allahabad as Office Assistant (PT).

**List of Seminar / Workshop attended:**

1. Attended National Seminar on "Issues, Opportunities and Challenges to ODL System in Higher Education" held on 24-25 March, 2007 from Uttar Pradesh Rajarshi Tandon Open University, Allahabad.
2. Attended National Workshop on Intellectual Property (NWIP 2007): Strategies for Innovation, Generation and Protection" held on 14-15 December, 2007 from MNNIT, Allahabad.
3. Attended National Conference on "Technical Manpower & Curriculum –The Critical Issues" held on 29-30 October, 2010 from MNNIT, Allahabad.
4. Attended Workshop on "ICT Application in Libraries (WICTAL-2011)" held on 27<sup>th</sup> November 2011 from PMVPDC, Allahabad.
5. Attended Golden Jubilee Conclave "Technology for Sustainable Development" held on 19-20, November, 2011 from M.N.N.I.T., Allahabad.

**DECLARATION**

I hereby declare that the above- mentioned information is true to the best of my knowledge and belief.



(RAMCHANDRA)