

**ADITYA BHARDWAJ**

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C/o – Diwakar Tiwary, H. No. – 11,  
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**Profile :**

- Dedicated and Technically skilled professional with a versatile administrative support skill set developed through experience as an Network Administrator.
- Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and bottom line.
- Offer advanced computer skills in MS Office suite and other applications/ systems.
- Team Player with polished communication skills, verbal, written, interpersonal, presentation and all type of report building.

**Key Skills**

Network administrator Conduction online exam Training & Development Accounting Package	Spread sheet & data base Creation Accounts Payable & receivable Office Management	Records Management Report and Documentation Customer Management
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**Experience ( 04 years )****Current Assignment :**

1. Working as free lancer computer care executive working for various reputed organizations and engineering Institutes to maintain their computer laboratory and to take care of their day to day problems related to computer laboratory.
2. Working as a free lancer Carrier counseling consultant for various regular educational institutions and coaching institutes.

**Previous Work Experience :**

1. Worked as Data management executive at NTSE, Jamshedpur. Major responsibility was to supervise a team of data entry operator and work as group leader for functioning of efficient data management system.
2. Worked as Marketing executive in Vidya Mandir Classes, Jamshedpur Branch. Major responsibility was to conduct seminar and carrier counseling program in schools of Jamshedpur and nearby area.
3. Worked as Senior Accountant in S. D. Singh Construction Company Private Limited, Jamshedpur. Major Responsibility was to All Computer related work in Accounts Department – Maintain Ledgers, GST, Bank Attachment, Mail, Create bill, etc and all works related to Computer.

**Educational Qualification :**

Exam Qualified	Name of Board/ University	Year of Passing	Division	Subjects
Matriculation	ICSE, New Delhi	2015	1 <sup>st</sup> Div	Phy., Chem., Math, English, Biology, Computer, Hindi, S.st, etc
Intermediate (Science)	JAC Board, Jharkhand	2018	2 <sup>nd</sup> Div	Physics, Chemistry, Maths, Computer, English
Bachelor of Science (B Sc.)	Kolhan University, Jharkhand	2021	2 <sup>nd</sup> Div(59.04%)	Mathematics Honours
Master in Computer Application (MCA)	Pondicherry University	2022-24		Computer Application

**Computer Proficiency :**

- Tally 9.0, DTP
- Blue J
- Bachelor of Information Technology
- Data Science using Python from NIELIT, Chennai
- Bridge Course in IOT Embedded System from NIELIT, Chennai

**Project :**

- University Management System using Visual Basic
- Bank Management System Using Python

**Extra Curricular**

- Won a lot of laurels on Chess Championship like Jamshedpur Junior Group, School Level, University Level.
- Active in NSS group of Jamshedpur Cooperative College, Also Participated in NSS Special Camp and other Camps.
- Active Participation in Various social work like blood donation camp, awareness for polio vaccination program, help poor and needy person like giving foods and clothes.
- Active participation in a number of road side drama for awareness among people to avoid Tobacco, avoid drink, to wipe away dowry system, nurturing girl child, etc.

**Personal Details**

Date of Birth	12 <sup>th</sup> December, 2000
Father's Name	Jai Shankar Tiwary
Marital Status	Unmarried
Linguistic skill	English and Hindi
Hobbies	Playing Chess, Reading books & Coding

Date :

Place :

( Aditya Bhardwaj )