



**Namrata Sen**

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Technical Assistant and Admin seeking roles in IT Project Management, Application Development, Requirement Gathering, Web Application Development, Technical Support, System Administration, Android Development, Application Support, Java

Current Designation: Technical Assistant and Admin	Total Experience: 8 Year(s) 0 Month(s)
Current Company: Heritage Business School	Notice Period: 1 Month
Current Location: Kolkata	Highest Degree: MCA[Computers]
Pref. Location: Kolkata, Mumbai, Bengaluru / Bangalore	
Functional Area: IT Software - Application Programming / Maintenance	
Role: System Admin	
Industry: Education/Teaching/Training	
Marital Status: Married	
Key Skills: Technical Assistant and Admin, System Admin, IT Project Management, Application Development, Requirement Gathering, Web Application Development, Technical Support, System Administration, Android Development, Application Support, Java	
Verified :  Phone Number   Email - id	

Last Active: 22-Jan-21

Last Modified: 22-Jan-21

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## Summary

A focused professional offering 8 years of experience in IT Project Management, Application Development, Requirement Gathering, Web Application Development, Technical Support, System Administration, Android Development, Application Support, Java

## Work Experience

**Heritage Business School** as Technical Assistant and Admin  
May 2018 to Till Date

As Computer Lab Incharge : I am the sole Computer lab incharge in Heritage Business School. My job responsibilities include :

1. Online Registration of the students.
  2. Taking the practical classes on Systems along with the Faculty member.
  3. Taking care of the AICTE details (thorough online).
  4. Sole incharge of the Form fill up of the students during the time of examinations.
  5. Coordinating with the vendor team for successful completion of the website.
  6. Coordinating with the vendor team for the successful completion of the Prospectus and Information Brochure.
  7. Maintaining excel sheet for each and every tasks
  8. Organizing webinars weekly using Zoom Platform, Google Meet.
  9. Circulating of e-certificates to each of the participants in an automated way using Autocrat add-on.
  10. Posters, flyers making for webinars using Canva.
  11. Generating of weekly reports , results of the students from the University portal.
- As an admin: I have to take care about the knitty gritty issues of the students.
1. Coordinating them for any sort of requirements. (related class, examinations, webinars, fees).
  2. Creating of presentations for BOG meetings ( Board of Governors meeting).
  3. Assisting in making BOG papers using MS Word.
  4. Creating and maintaining a detail file of Caution Money Deposit in Excel sheet

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## Education

UG: **BCA (Computers)** from **PAILAN COLLEGE OF MANAGEMENT AND TECHNOLOGY** in 2008

PG: **MCA (Computers)** from **Heritage Institute of Technology** in 2011

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## IT Skills



### Important

- Using Free CV Search you have access to featured candidate profiles of Naukri. You can browse through the profiles and email the candidates of your choice directly using the email option provided. To prevent misuse of candidate information, contact details and attached resume of the candidates have been withheld.

Skill Name	Version	Last Used	Experience
Android, Java			
iOS Swift			
OBJECTIVE C			

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Languages Known

Language	Proficiency	Read	Write	Speak
English				
Hindi				
Bengali				

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Affirmative Action

Physically Challenged: No

Work Authorization

Job Type: Permanent

Employment Status: Full time

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