288,Mukhya Basti, Kunwa BA7,
Th. Simalwara, Dist-Dungarpur

9571235654/9461685767

Spanchal0321@gmail.com

Shailesh Panchal

To obtain a position within my chosen field where I can utilize my skills as a hard-working, well-educated employee in exchange for a steady market-fair paycheck.

Skills

- Hardware & Networking
- Proficiency in MS EXCEL
- PC Troubleshooting
- MS Office
- Internet
- Vulnerability analysis in websites

Experience

JAN-5TH-2016 – MAY-7TH-2017
Network Engineer / WebIndia.Inc, Ahmedabad

To look after all the hardware and network related issues, and to provide desktop support to the employees of the organization. Had to maintain stock details of all the hardware and network peripherals.

AUGUST-1ST-2017 – DECEMBER-25TH-2017
MIS Executive/IT Trainer / NIIT YUVA JYOTI LTD. (DDU-GKY)

Had to prepare daily reports of the candidates and to report to the RO office, had to provide computer training to the candidates. Had to maintain all the documents related to students, SDC, and all other SF's related to the project.

DECEMBER-25TH-2017-JUNE-26TH-2018
MIS Executive/ICA EDU SKILLS PVT. LTD. (SSSRHTP)

My responsibilities includes:-

1. Maintaining daily MIS report of the Centre.
2. Co-ordinate with the back office staff to maintain all the documents for example Attendance Register, Admission Forms and required documents of the candidates.
3. CPMS/ERP entries on government and organizations portals.

4. Billing Documents submission to government on batch completion.

SINCE JULY 14TH 2018
MIS In charge/SHAKTI INFOTECH PVT. LTD. (DDU-GKY)

My responsibilities includes:-

1. Maintain Daily, Weekly and Monthly MIS Reports
2. Maintain all the required Standard Formats (SF) for centre.
3. Preparing students data and maintaining their documentation part.

SINCE NOVEMBER 1ST 2018
MIS In charge/DWAITH INFOTECH PVT. LTD. (DDU-GKY)

My responsibilities includes:-

1. Maintain Daily, Weekly and Monthly MIS Reports
2. Maintain all the required Standard Formats (SF) for centre.
3. Preparing students data and maintaining their documentation part.
4. Looking after online portals Kaushal Pragati, Kaushal Panjee, Skill Attendance etc. Related to project.

SINCE JUNE 1ST 2019
Promoted As Centre Manager/DWAITH INFOTECH PVT. LTD. (DDU-GKY)

My responsibilities includes:-

1. Maintain Daily, Weekly and Monthly MIS Reports
2. Maintain all the required Standard Formats (SF) for centre.
3. Looking after online portals Kaushal Pragati, Kaushal Panjee, Skill Attendance etc. Related to project.
4. Taking Regular Follow-up through Mobilizers for Mobilization.
5. Creating Mobilization Plans and assigning the duties to mobilizers as per Plan.
6. Monitoring Training, Mobilization and Placement activities.

Education

2011-2012
10th / ST. ANTHONYS SR. SEC. SCHOOL UDAIPUR {RAJASTHAN}

5.2 CGPA/CBSE Board

2014-2015
12th / MAHATMA GANDHI INTER COLLAGE DHADRA MEERUT

58%/CEBU

2015-2016
DIPLOMA IT/ BASCOM BRIDGE EDUCATION

78 %/(A+, N+, MCITP, CCNA, CEH)

HOBBIES

- **GAMING**
- **CRICKET**
- **TRAVELLING**
- **LISTENING MUSIC**
- **DRIVING**
- **GYMNASTIC**

PERSONAL INFORMATION

DATE OF BIRTH	*11TH AUGUST 1995*
GENDER	*MALE*
AREA OF INTREST	*NETWORK ENGINEERING, MIS, Admin Department*
LANGUAGE	*ENGLISH, HINDI, GUJRATI*

I HEREBY DECLARE THAT ALL THE INFORMATION PROVIDED IN MY RESUME IS TRUE TO THE BEST OF MY KNOWLEDGE.

SHAILESH V. PANCHAL