

SHANENDRA SINGH

NTA Junior IT Associate

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SUMMARY

Experienced NTA Junior IT Associate skilled in exam coordination, networking, troubleshooting, IT support, Java, Python, web technologies, Mern Stack, SQL, Mongo DB, strong organizational and communication abilities.

TECHNICAL SKILLS

- Programming Languages - Java, Python
- Web Stack - HTML, CSS, JavaScript, JSON
- Mern Stack - Node JS, Express JS
- Database - SQL, Mongo DB
- Design framework - Bootstrap
- API - Restful API
- Version control - Git and GitHub

KEY SKILLS

- Teamwork
- Adaptability
- Analytical skills
- Problem Solving

HOBBIES

- Playing Cricket
- Running

CERTIFICATIONS/TRAINING

- Completion certificate of the DOAP program from RGCSM Institute in Krishna Nagar
- Certificate of completion of the Digital Bharat program

PERSONAL INFORMATION

Nationality : Indian
Date of Birth : 15th April, 2002
Languages Known : English and Hindi

PROFESSIONAL EXPERIENCE

NTA Junior IT Associate Feb 2022 - Present
Innovatiview Pvt. Ltd. Noida

Responsibilities

- Played a pivotal role in the successful **coordination and execution** of various entrance exams
- Proficiently managed networking tasks, ensuring 99% **seamless connectivity** and data transfer during critical examination processes
- Exhibited expertise in **desktop troubleshooting**, swiftly resolving technical issues to maintain uninterrupted exam operations
- Provided **dedicated IT support**, promptly addressing queries and concerns from both internal staff and external clients
- Contributed to computer **hardware maintenance** and upgrades, ensuring efficient functioning of examination equipment
- Executed **software installations and updates**, guaranteeing the latest versions were available for examination purposes

State Exam Instructor of UPSSSC Jul 2021 - Oct 2021
Vensysco Infra Pvt. Ltd. Noida

Responsibilities

- Directed **exam logistics**, including candidate registration, seating arrangements and adherence to established protocols
- Conducted pre-exam briefings, ensuring **fairness and transparency** by explaining rules and procedures to candidates
- Maintained examination integrity by skillfully addressing real-time issues and inquiries, **resolving 95% of challenges promptly**

EDUCATION

Master of Computer Applications Nov 2025
Chandigarh University
Bachelor of Computer Applications Jun 2022
IGNOU, Delhi

VOLUNTEERING EXPERIENCE

- In 2018, I served as an NSS Volunteer
- In 2019, I continued my commitment and achieved the Gold level recognition as an NSS Volunteer

ACHIEVEMENTS

- I achieved victory in the Science Club Competition in 2019
- My Science Club project was chosen at the zonal level during the same year

DECLARATION

I declare that all the furnished information above is free from any kind of mistakes to the best of my knowledge and belief.