

# CURRICULAM VITAE



ASHOK KUMAR

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Dwarka, New Delhi - 110078

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## OBJECTIVE :

- “To Pursue career in ‘Administration’ in a well reputed organization to the purpose of getting panicle of success.”  
**15+ Years Rich Experience in Admin Department** where I worked under IAS Retd., Major Gen. (Retd.), Brigadier (Retd.) Officers as well as learned academicians like Dr. Rajesh Hassija, MD Indraprastha Schools and Mr. Sanjay Yadav, Principal, Ahlcon International School.

## EDUCATIONAL QUALIFICATION

- **Post graduation** (Executive **MBA** from EIILM University).
- **Graduation** (Office Management & Secretarial Practice) from Swami Shraddhanand College, University of Delhi as a regular student.
- **Schooling** from HBSE (Haryana Board of Secondary Education)

## TECHNICAL QUALIFICATION

**1 Yr. Diploma in Stenography (Eng.)/Office Management with 80% marks** from ITI-Sonepat under Technical Education Board Haryana-Chandigarh (2<sup>nd</sup> Position in ITI Sonepat)  
Also Office Management & Secretarial Practice done in BA (Pass)

One year Diploma in **Sanitary/Health Inspector Course** from **AIILSG, Mumbai**, (Delhi Centre: AIILSG Janakpuri)

**Two years MS Office** Diploma in computer education (Software) from RKBM, Narela Delhi-11040

**EXPERIENCE:**

Worked with M/s Vimlesh Industries Pvt. Ltd. as a **Steno-Typist cum Store Supervisor (TRAINEE)** for 2 years from August 1998 to July 2000. (Manufacturer & Supplier of Copper and Aluminium Wire & Strips to Govt. companies like BHEL, Indian Railway etc.). **Initially joined for a period of 1 year as a Trainee but my services were extended for another year.**

Worked with M/s Plus Creations Pvt. Ltd. (Pharma advertising Co.- fully computerized) RAI, Sonapat as a **Stenographer cum Admin Supervisor** for 14 months since **Feb 2005 to April 2006.**

Worked with Netaji Subhash Institute of Management Sciences (College of MBA, BBA, MCA, PGDM) as a **Personal Assistant cum University Coordinator** since **28/4/06 to 06/12/2010.**

Worked in Banarsidas Chandiwalla Institute of Professional Studies, Dwarka, New Delhi-110075 as a **PA to Director** since **7<sup>th</sup> Dec., 2010 to 5<sup>th</sup> November, 2015.** **Awarded many “Letters of Appreciation” on my extraordinary works/ performance, on behalf of the Management**

Worked in Indraprastha World School, Paschim Vihar, New Delhi which is a reputed Sr. Sec. School of Delhi as a **PA to Principal** from **1.12.2015 to 7<sup>th</sup> September, 2018.**

Currently working with GD Goenka Public School, New Delhi as a **PA to Principal cum Office Superintendent** w.e.f. September 11, 2018 **(Awarded with a “Letter of Appreciation” by Principal)**

**PERSONAL DETAILS:**

Date of Birth	: 30/06/1980
Father's Name	: Sh. Ishwar Singh Dahiya (Retd. Gazetted Officer- Govt. of NCT of Delhi)
Permanent Address	: BAWANA, DELHI - 110039
Language Known	: Hindi & English
Gender	: Male
Email	: dahiya_ashok1@rediffmail.com
Expected Salary	: Negotiable

**Job Responsibilities:**

Liasoning with government authorities, CBSE, DOE, UGC, AICTE,  
Statutory authorities like MHRD  
Coordination with different audit/ inspection teams  
Planning, organizing, controlling all administrative functions  
Official correspondence  
Supervising day to day administrative works of various kinds  
Conduct of examination, issuance of mark-sheets etc., Taking care of  
building and systems  
HR work like Recruitment, annual appraisal, maintaining attendance, leave  
records and Maintaining personal files / Service records etc.  
Oversee the statutory compliances, academic rule & regulations, AMC  
renewals and other policy matters  
To keep the minutes of meetings of various councils and associations like  
Executive Council, PTA, SMC  
To deal with all Students matters as well as Staff matters.

**References:**

- 1) **Prof. S.S. Sharma (IAS Retd.)** Founder-Principal Director,  
Netaji Subhash Institute, New Delhi  
Contact No. : **9717728396**
- 2) **Dr.(Brig.) P.K. Saxena, VSM, Ex-Director**  
Banarsidas Chandiwalla Institute of Professional Studies,  
Sector 11, Dwarka, New Delhi  
Mob. No.: **9810601644**
- 3) **Mr. Sanjay Yadav**, Principal, Ahlcon International School,  
Mayur Vihar, New Delhi  
Mobile: **8527067601**
- 4) **Shri Mohinder Singh Yadav**, ACP (Retd.), Delhi Police  
Mobile : **9818931388**

Date : 03/01/2021

Place : New Delhi

(ASHOK KUMAR)