**NEERAJ JANGRA**

VILLAGE - JANJARIAWAS

P.O - MAHENDERGARH

DISTT - MAHENDERGARH

STATE - HARYANA

PIN CODE - 123029

Mob. No - 9991267127

E-mail - njangra31@gmail.com

## OBJECTIVE:-

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| * I want to work in challenging atmosphere where I can use my knowledge and do something outstanding for the organization to reach the goal. |

## WORK EXPERIENCE:-

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| * 01/04/2017 to 30/08/2018 experience in SES Institute Mahendergarh, As a Post at Clerk. * 26/10/2018 to 31/07/2019 experience in NIMS University Rajasthan Jaipur, As a Office Executive Post at Controller of Examination Department. * 30/08/2019 to 30/09/2021 experience in RA Institute, kanina, Mahendergarh, As a Section Officer. * 04/10/2021 to Till Today working in NIMS University, Rajasthan Jaipur , As a Section Officer Post at Controller of Examination Department. |

## EDUCATIONAL QUALIFICATIONS:-

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| **10th** | Board of school education Haryana in 2008 | Marks - 376/500 |
| **12th (PCM)** | Board of school education Haryana in 2011 | Marks - 329/500 |
| BCA | GJU HISAR in 2015 | Marks - 1351/2250 |
| MCA | GJU HISAR in 2017 | Marks - 2152/3750 |

**OTHER**

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| * English Typing Speed 50 W.P.M. |
| * Many Competative exam clear in govt. sector. |

## PERSONAL DETAILS:-

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| **Father’s Name** | Sh. Vinod Jangra |
| **Date of Birth** | 14 March 1993 |
| **Sex** | Male |
| **Marital Status** | UnMarried |
| **LANGUAGE KNOWN** | Hindi and English |
| **HOBBIES** | Listening music & Surfing on Net. |
| **STRENGTH** | Always optimist, Believe in positive thinking, Hard working |

## DECLARATION:-

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| I hereby declare that all the information given by me is true to the best of my knowledge. |

**Date : -**

**Place : - Mahendergarh** **(Signature of Application)**

**Working Details and Responsibility for C.O.E Departments**

Allotted College by C.O.E

1. **NIMS Institute of Engineering & Technology.**
2. **NIMS Institute of Advance Science**
3. **NIms School of Nursing**

All examinations related work successfully completed by me around 2 Years as above mentioned colleges like:-

1. Checking the Examination forms & eligibility of Candidates above college.
2. Preparation of Examination Appearing Sheets above college.
3. Preparation of Tabulated Record (T.R) above college.
4. Preparation of results above college.
5. Checking the TR & Certificate of Marks.
6. Preparation of data as per required.
7. Helping in Inspection Work.
8. Preparation of Transcripts.
9. Scanning All Marksheets, All PMI Data, All Verification Data, Schedule & Other Important Documents & Papers of COE Department.
10. Follow of the Instruction of authorities time to time.