***Curriculum Vitae***

***Jane Alam***

E-mail : - [janealambarkati@gmail.com](mailto:janealambarkati@gmail.com)

Contact: +91 9336074883

***OBJECTIVE - Work sincerely and get the best out of it***

Name : Jane Alam

Position : DIRECTOR/MANAGER (JANE ALAM DATA MATRIX) Shahjahanpur, India

Administrator-Assistant/Senior Computer Operator/ Senior Data Entry Operator

/Document Controller, E-Commerce, Digital Marketing etc.

Total Experience : 16+ years (All types of Data Feeding/Analyzing/Formatting/Special Softwares etc.

Examination Project-Work Specialist for (SCHOOL/COLLEGE/UNIVERSITY)

Nationality : Indian

Date of Birth : 30-04-1979

Education Qualification: Post Graduate Diploma in Computer Applications (Software Others)

Computer Skills : **INDIAN GOVERNMENT Projects-Specialist (Online/Offline)**

M.S. Office, Page Maker, In-page, Corel Draw, Photo Shop, Internet

All Types of Online/Offline Jobs, Special Software Handling Jobs

Computer Formatting & Software Installation etc.

**NOTE: Specialist in Different Types of Indian Government Projects.**

**NOTE: I have full command on different types of Computer Jobs as well as Supervision or**

**Direction to a team.**

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| **PROFESSIONAL EXPERIENCE – OVERVIEW** |

**Note: S.P.N. = SHAHJAHANPUR NORTH B.S.A = BASIC SHIKSHA ADHIKARI**

**OFFLINE (INDIAN GOVERNMENT PROJECTS)**

\* Jal Nigam Data Entry - 2001 (JAL NIGAM BOARD, SPN) (District Level)

\* Land Record Computerization – 2002 (REVENUE DEPARTMENT, SPN) (District Level)

\* Scholarship - 2003 (BASIC SHIKSHA ADHIKARI, SPN) (District Level)

\* R.C. Feeding - 2005 (RECOVERY DEPARTMENT, COLLECTORATE, SPN)

\* Lekhpal Examination - 2007 (REVENUE DEPARTMENT, SPN) (District Level)

\* Basic Shiksha Adhikari (Budget) 2010-11 (BASIC SHIKSHA ADHIKARI, SPN) (Department Level)

\* National Population Register Project – 2009 N.P.R. Registration Centre, Bareilly

\* E-Commerce Jobs & Digital Marketing 2012-14 Online Product Posting & Listing - Amazon, Big Bazar, Olx, Facebook, All India Bazar, India Mart & Other Social Media

\* Hastshilp Serve Data Feeding 2016-17 (Zila Udhyog Kendra, SPN) (District Level)

\* Student Enrolment Data Feeding 2017 (B.S.A., SHAHJAHANPUR) (Currently Working)

**SCHOOLS: (SCHOOL EXAMINATION SERVICES):**

\* AL-Falah Convent (Kant, Shahjahanpur)

\* Sanity Public School (J. B. Ganj, Lakheempur Kheeri)

\* Amna Memorial Public School (Shahjahanpur Proper)

\* Dr. Shakti Ahuja Memorial Public School (Shahjahanpur)

\* Saint Paul’s English Medium School (Shahjahanpur)

**EMPLOYMENTS:**

\* Islamia Inter College, Shahjahanpur 2012-13 (As an Employee)

\* Rohailkhand Digree College, Shahjahanpur 2014-15 (As an Employee)

**ONLINE (INDIAN GOVERNMENT PROJECTS)**

\* Scholarship Project - 2006 (BASIC SHIKSHA ADHIKARI, SPN) (District Level)

\* Arms - License Project - 2008 (DISTRICT ARMS & LICENCE, DEPARTMENT, SPN)

\* UPBME – Lucknow - 2015 (UTTAR PRADESH BOARD of MADARSA EDUCATION)

\* KIRSHAK BEEMA SCHEME – 2016 (REVENUE DEPARTMENT, SPN)

\* ELECTION-2017 M.L.A **(MEMBER OF LEGISLATIVE ASSEMBLY)** with **SAMAJWADI PARTY, Shahjahanpur**

\* Passport Services/Customer Services

\* Pan Card Services/Customer Services

\* Aadhar Services/Customer Services

\* Citizen Services/Customer Services (INCOME, CASTE & DOMESILE CERTIFICATES)

\* Municipal Board, SPN/Customer Services (DEATH & BIRTH Certificates) (Municipality-Board, Shahjahanpur

**Note: All Work has been done under My Direction & Supervision (JANE ALAM DATA MATRIX, SPN)**

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| **CORE COMPETENCIES** |

* In-depth knowledge of Data Feeding, Data Management, Data Analyzing and Data Maintenance
* Excellent Management, Communication, Organization and Interpersonal skills
* Strong leadership qualities
* A good team player and ability to work under minimum supervision
* Ability to relate and interact successfully with a multi-cultural workforce at all levels.
* Ability to use initiative and adopt a proactive approach.

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| **COMPUTER PROFICIENCIES** |

* 1 year “**Diploma in Computer Application & Multilingual D.T.P.**” from DOEACC, Society Chandigarh.
* **“P.G.D.C.A.”** from SSS Computer Society Shahjahanpur (Uttar Pradesh)
* Excellent working knowledge on MS Office, Page Maker, In-page, Corel Draw, Hindi, English & Urdu Typing as well as All types of Online or Offline Job Work, School Examination Project Services, Payroll, Salary Accounts etc.

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| **EDUCATION** |

B.A. - Bachelor of Arts (ENGLISH & ECONOMICS)

* **Name:** JANE ALAM
* **Father’s Name**: Late Ali Husain
* **Mother’s Name**: Late Aneesa Bano
* **Passport Number N8398886**
* **Passport Issue 02/06/2016**
* **Passport Expiry 01/06/2026**
* **Date of Birth**: 30/04/1979
* **Place of Birth**: Shahjahanpur
* **Marital status**: Married
* **Expected Employment Status**: Full time
* **Languages Known** : English, Hindi, Urdu (know to read)

**References:** Will be available on demand.

Date:

Place: Shahjahanpur (Uttar Pradesh), India (Jane Alam)