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| New Doc 2019-01-29 14.19.13_2.jpg | | **Abhishek Pareek**  **Contact :** +91 - 7665745758  **E-Mail :** abhipareek309@gmail.com | |
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| |  | | --- | | **Objective** | | To be and work as an office assistant and to achieve the objectives of the institution with honesty and fairness and to continuously upgrade my knowledge and skills, and to help seniors to solve their problems by managing the routine activities. | | | | |
| **Education** | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Degree** | **Institute** | **Board / University** | **Year** | **% marks** | | PG-DAC | CDAC, Hyderabad. | CDAC | 2016 | 57.50 | | Post-Graduation (MCA) | LMC, Jodhpur  (Raj.) | JNVU | 2015 | 64.05 | | Graduation (BCA) | CET, Bikaner (Raj.) | MGSU | 2012 | 75.04 | | 12th | MM School, Bikaner | RBSC | 2008 | 76.31 | | 10th | BE School, Bikaner | RBSC | 2005 | 64.00 | | |
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| |  | | --- | | **Academic Project (C-DAC Hyderabad)** | | **Project Title :**  Online Food Ordering System  **Technology :** J2EE  **Back End :** MySQL Server | | | |
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| |  | | --- | | **Internship** | | **Organization** **:** CMC, Jaipur (Raj.)  **Duration** **:** January’2015 - April’2015  **Title**  **:** Java Programing Language  **Project**  **:** Online Banking System. | | | |

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| **Academic Project (Internship)** |
| **Project Title :** Online Banking System  **Technology** **:** J2EE  **Back End :** MySQL Server |

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| **Technical Skills** |
| **Technology :** J2SE/ J2EE ( Servlet, JSP, JDBC)  **Database Server :** MySQL, SQL Server.  **Web Server :** Apache Tomcat 5.5  **Scripting Language :** HTML, CSS, JavaScript.  **Microsoft Suite :** MS Word, MS Excel, MS PowerPoint. |

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| **Work Experience** |
| **Company Name :** Udhyam Coaching Institute.  **Designation :** Office Assistant.  **Period :** 5th February 2018 – 29th November 2019  **Roles and Responsibilities :**  **-** Assiting the manager in performing the office work.   * To check the techical asset of the institute. * Handling of activities of academic Programmes as assigned. * Supervise overall management & handling of activities related to admissions & academic administration of the programmes. * Liaison with Guests/Adjunct faculty with respect to programmes & sessions. * Preparation of Academic Calendar & Area teaching plans under the guidance of respective Faculty Chairperson of the programme. * Interaction with the candidates/participants of different programmes. * Scheduling of classes, conduct of exams & preparation of grade sheets. * Maintaining fellowship/contingency funds, liaising for accommodation & mess facilities to the participants attending Programmes. * Approving leaves/Bonafide certificates/Offer letters/Marksheets etc. * Performing any other duties & tasks as assigned by the Institute from time to time. * Fix up the meeting with the seniors. * Coordinates with the department heads for their requirements. |

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| **Interests / Hobbies** |
| * Traveling * Music * Cooking * Drawing |

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| **Strength** |
| * Adaptability * Disciplined * Team Player |

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| **Weakness** |
| * I believe in perfection and so I keep working on a job until unless it’s perfectly done. * Going out of one’s way. |

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| **Personal Details** |
| **Date Of Birth :** 30/09/1990  **Fathers Name :** Magan Lal Pareek  **Marital Status :** Single  **Languages Known :** Hindi, English  **Permanent Address :** D-258, Murlidhar Vyas Colony, Bikaner (Rajasthan).  **Passport** **:** Available |