



NAVEEN - SHARMA

IT ADMINISTRATOR

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56/A, Vindhyachal Colony, Guna (M.P.)

Birthday : 07th June 1985
Relationship : Single
Creed : Hinduism
Language : Hindi, English

Productivity Skill

@Systemsoftware

#windows - 98, XP, 7, 8, 10, DOS

@Applicationsoftware

#office - editing, compression, converting

#photo - editing, compression

#audio - cutting, compression,

#video - editing, cutting, compression,

@Website

#hosting, #domain, #WordPress, #Wix

#html, #email, #FTP

@Socialnetwork

#promotion #marketing #advertising

#exploring

EDUCATIONAL QUALIFICATION

Jiwaji University 2009-2010	P.G.D.C.A. Complete My Post Graduate Diploma in Computer Application (P.G.D.C.A) from Gandhi Vocational College, Guna In Year of 2010.
Jiwaji University 2004-2007	B. Com (Computer) Complete My Graduation Bachelor in Commerce (Computer) from Gandhi Vocational College, Guna In Year of 2007.
MP-BORD 2002-2003	Higher Secondary (10+2) Complete My Higher Secondary (12th) from Madhya Pradesh Board of Secondary Education, Bhopal (M.P.) in year of 2003.

WORKING EXPERIENCE

IT-Administrator 2012-2019	SOMYA GROUP, GUNA Presently I working in Somya Group, Guna who is well-known education institutions, I working here from June 2012 as IT Administrator.
LAB Assistant 2007-2012	GANDHI VOCATIONAL COLLEGE, GUNA In 2007, I had worked in GVC, Guna as my first educational institute job I had worked here from June 2007 to May 2018 as Computer Lab Assistant/IT Administrator.
Hardware Wander 2003-2007	PROSPECTIVE COMPUTER, GUNA In 2003 to April 2007 , I had worked at Prospective computer, Guna as a Hardware and Network Trainee.

INSTITUTIONS WHERE I WORKED

IT-Administrator 2012-2019	Sakshi Institute of Technology And Management, (SITM, Guna) (From 2012- Till Now) 7- Years
IT-Administrator 2014-2019	Sakshi Nursing College and Research Institute, (SNCRI, Guna) (From 2014-Till Now) 5- Years
IT-Administrator 2014-2019	Somya Public School, (SPS, Guna) (From 2014 - Till Now) 5- Years
LAB Assistant 2007-2012	Gandhi Vocational College, (GVC, Guna) (From 2007 to 2012) 5- Years
Hardware Wander 2003-2007	Prospective Computer, Guna (From 2003 to 2007) 5- Years

WORK AND ROLE IN INSTITUTIONS WHERE I WORKED

For Engineering College (SITM, Guna)

1-Online Admission Counselling from **Director of Technical Education, Bhopal** Portal (<https://dte.mponline.gov.in>) for Engineering college

2- Students Enrolment, Pre and Post-Examination work from **RGPV, Bhopal** Portal (<https://rgpv.ac.in>)

3- Institute Yearly **RGPV, Bhopal & AICTE, New Delhi** Online/Offline Affiliation Form Submission with Respective Portal and regional Offices (<https://rgpv.ac.in>) (<https://aicte-india.org>)

For Nursing College (SNCRI, Guna)

1-Online Admission Counselling from **Madhya Pradesh Medical Science University, Jabalpur** Portal (<https://mpmsu.mponline.gov.in>) (<https://mpnrc.mponline.gov.in>)

2- Students Enrolment, Pre and Post-Examination work from **Madhya Pradesh Medical Science University, Jabalpur** Portal (<https://mpmsu.edu.in>)

3- Institute Yearly **INC, New Delhi, MPNRC, Bhopal, MPMSU, Bhopal** Online/Offline Affiliation Form Submission with Respective Portal and regional Offices (<https://indiannursingcouncil.org>) (<https://mpmsu.edu.in>) (<https://mpnrc.mponline.gov.in>)

For Somya Public School (SPS, Guna)

1-Online Admission Counselling from **Central Board of Secondary Education, New Delhi** and **Madhya Pradesh Board of Secondary Education, Bhopal** Portal (<http://cbse.nic.in>) (<https://mpbse.mponline.gov.in/MPBSE/MPBSE>)

2- Students Enrolment, Pre and Post-Examination work from **Central Board of Secondary Education, New Delhi** and **Madhya Pradesh Board of Secondary Education, Bhopal** Portal (<http://cbse.nic.in>) (<https://mpbse.mponline.gov.in/MPBSE/MPBSE>)

3- School Yearly **CBSE, New Delhi, MPBSE, Bhopal**, Online/Offline Affiliation Form Submission with Respective Portal and regional Offices (<http://cbse.nic.in>) (<https://mpbse.mponline.gov.in/MPBSE/MPBSE>)

For All Institutions

1- Applying MP & National Scholarship Form in behalf of All Institute's Students from **MP & National Scholarship** online Portal (<https://scholarshipportal.mp.nic.in>) (<https://scholarships.gov.in>) (<https://www.tribal.mp.gov.in/MPTAAS>)

2- Managing Students Scholarship Form Preparing hard copy of Scholarship Form, Preparing Proposal for Demanding Scholarship amount of Students by Institute,

3- Managing All Institute Important Documents in **soft and hardcopy** for all type of Academic and Non-Academic work

4- Managing All Students Database with Creating Database In **MS-Excel** and **MS-Access** and also Manage **Scan Copy** of all Documents for all type of Academic work

For Gandhi Vocational College (GVC, Guna)

1- Students Enrolment, Pre and Post-Examination work from **Jiwaji University, Gwalior** Portal (<http://jiwaji.edu>) (<https://jiwaji.mponline.gov.in>)

2- Managing Computer Lab When Students Attend Practical Lab and support teachers for run practical lecture smoothly.

3- **Maintaining Computer Lab** All Equipment Such As: Computer, Printer, Scanner, Projector and other Important Machines.

For Prospective Computer

1- PC Assembling, Installing System Software and User Software, Troubleshooting, Networking, Door to Door Support for Corporate Companies, Educational Institutions, Individual and families.

PRODUCTIVITY SKILL

SYSTEM SOFTWARE	<i>Windows XP, Windows-7, Windows-8.1, Windows-10 (Including Hardware and Software Settings)</i>
APPLICATION SOFTWARE	<p>Photo - <i>Adobe Photoshop, Google Picasa, All Images Tool (Editing, Cutting, Compression, Converting)</i></p> <p>Audio – <i>Audacity, Adobe Audition, Audio Converter, All Audio Tool (Editing, Cutting, Compression, Converting)</i></p> <p>Video – <i>Adobe After Effect, Premier Pro, All Video Tool (Editing, Cutting, Compression, Converting)</i></p>
CORPRATE SOFTWARE	<p>Microsoft Word – <i>Creating Document, Mail Merge, Print in Various Format. (All Versions)</i></p> <p>Microsoft Excel – <i>Creating Datasheet, Using Formulas in Data for Generating Quires and Form, Crating Chart and Reports, Export or Import Sheet Data in Various Format. (All Versions)</i></p> <p>Microsoft Power Point – <i>Creating Business or Educational Slide for Describing relative subject for all.</i></p> <p>Microsoft Office Other Tools – Using All other Microsoft Office Tool for Create, Edit, Scan, Fax and Converting as Require (All Versions)</p> <p>Create, Edit or Convert PDF With – <i>Adobe Acrobat Reader, Nitro Pdf and Other Online PDF Documents Editor Sites</i></p>

CLOUD COMPUTING	<p>Google Docs - Creating, Managing Document and Save in Cloud Storage and Using Anywhere, Print in Various Format form anywhere.</p> <p>Google Sheet – Creating, Managing Datasheet and Save in Cloud Storage and Using Anywhere, Using Formulas in Data for Generating Quires and Form, Crating Chart and Reports, Export or Import Sheet Data in Various Format., Print in Various Format form anywhere</p> <p>Google Slide - Creating, Managing Business or Educational Slide and Save in Cloud Storage and Using Anywhere for Describing relative subject for all.</p> <p>Google Forms – Google Forms is a tool that allows collecting information from users via a personalized survey or quiz. The information is then collected and automatically connected to a spreadsheet.</p>
WEBSITE DESIGNING	<p>Domain – Find an attractive and easy Domain Name for any Companies, Institutions or Individual Person for growing their Limit with all over in world</p> <p>Hosting – Selecting a right Hosting Plan for Relative Organization or Individual that can fit with their budget.</p> <p>Website Design – Design a website with WordPress, HTML, PHP, for easy using experience.</p>
DIGITEL MARKETING/SEO	<p>Marketing – Create and Manage Social Media Campion for Advertising for business, educational or Individual.</p> <p>SEO – Using Top Keyword and Back Links for Website to rank it on top google, Bing or many search engine</p>

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Get in Touch: @twitter/nvisharma @Instagram/nvisharma_techies