

## Curriculum Vitae

### Personal Information

1. Name (first, middle, last)	First Name	Middle Name	Last Name
	RAVI		KANT
2. Gender (male/ female)	MALE	3. Date of Birth	02/02/1991
4. Marital Status	UNMARRIED	5. Email ID	<a href="mailto:Kantjob03@gmail.com">Kantjob03@gmail.com</a> <a href="mailto:Rrathi12@gmail.com">Rrathi12@gmail.com</a>
5. Contact Details	House no. 620, Sector – 9, R. K. Puram, New Delhi -110022 <b>Mob: 8860993362</b>		

### Career Aspiration

To be a part of a reputed organization and utilize my creative skills and logical ability towards the growth and success of the organization.

### Educational Details

#### 9. Academic Qualifications

Education	School/ College	From	To	Year of Completion	Specialization	Board/ University
10 <sup>th</sup>	KENDRIYA VIDYALAYA	2006	2007	2007	OTHERS	C.B.S.E
12 <sup>th</sup>	KENDRIYA VIDYALAYA	2008	2009	2009	COMMERCE	C.B.S.E
Degree	B.A (PROG)	2009	2013	2013	MATHS, ECONOMICS	DELHI UNIVERSITY

### Training Experience

Period	Institution	Subject of training
JAN. 2013- TO- DEC. 2013	UNIQUE COMPUTER EDUCATION POINT	WINDOW-XP, MS. OFFICE, D.T.P & INTERNET
AUG. 2011-TO- OCT. 2011	INFONET COMPUTER EDUCATION	BASIC COMPUTER COURSE

Employment details	
Employer : INDIAN COUNCIL OF MEDICAL RESEARCH	Nature of Business: MEDICAL RESEARCH ORGANISATION
Position held : DEO –A (Executive Assistant)	Location: DELHI
From : 28/12/2012	To: PRESENT
Number of employees supervised : DIRECT REPORTING TO P. I/ HEAD, IJMR , P&I DIVISION, ICMR (MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA)	
<b>Description of work</b> <ul style="list-style-type: none"> <li>Managing the day-to-day operations of the office</li> <li>✓ Organizing and maintaining files and records of Projects.</li> <li>✓ Planning and scheduling meetings, Travel payments (TA/DA).</li> <li>✓ Preparing Agenda and typing minutes of the meeting.</li> <li>✓ Assisting Section Officer, Scientists, Senior Financial Advisor &amp; Head of Divisions.</li> <li>✓ Managing Database of IJMR Editorial.</li> </ul>	

Citations (Any Prizes/ Medals/ Scholarships/ Honours received)
Participated in various competitions during my academics <ol style="list-style-type: none"> <li>1. Won gold medal in relay race event held at school.</li> <li>2. Won silver medal in quiz competition held at school.</li> <li>3. Won various medals during inter-college competitions.</li> </ol>

Name of Certifications	
Name of certificate	Certificate granting institution
DIPLOMA IN COMPUTER APPLICATION	UNIQUE COMPUTER EDUCATION POINT

Specify some of your major accomplishments in your career, to date
I was recently awarded a cash prize of Rs. 4000/- by the then Sr. FA, ICMR (Smt. Dharitri Panda) for my valuable efforts & contribution, at the same time I have also been applauded by my seniors & my head.

**Signature**

**Place   Delhi**