

PRINCE NIVADEN

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SUMMARY OF QUALIFICATION

- ✓ Great ability to operate large and small scale electronic data processing systems.
- ✓ Profound ability to set up and operate a variety of computer equipment.
- ✓ Immense ability to learn job related material primarily through oral instruction and Observation to perform job duties.
- ✓ Remarkable ability to establish and maintain effective working relationship.
- ✓ Good ability to accurately interpret computer issued error messages and take appropriate action.
- ✓ Profound ability to prepare and maintain logs and records.
- ✓ Strong ability to work safely without presenting a direct threat to self or others.

PROFESSIONAL EXPERIENCE

Presently working in **Alka Forgings Ghaziabad** from March 2010 in Quality Control Department.

- ✓ Arranging 3rd Party Inspection.
- ✓ Perform the following testing:
 - a) Ultrasonic Testing.
 - b) M.P.I. Testing.
 - c) D.P. Testing.
 - d) Tensile Testing.
 - e) Impact Testing.
 - f) Hardness Testing.
- ✓ Maintain all types of documents (for 3rd Party and In-House).
- ✓ Maintain Heat Treatment Process.
- ✓ Operate all computer and auxiliary equipment, including large and small scale electronic data processing systems, based on prescribed procedures.
- ✓ Install, replace objects to maintain equipment.
- ✓ Demonstrate continuous effort to improve operation, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- ✓ Learned to make adjustment to computer equipment using prescribed operating procedures.
- ✓ Review and update existing documentation and create and maintain new documentation for all functional areas of the software. Develop and deploy documentation standards.

EDUCATION

- ✓ CIC (Certificate in Computing) from IGNOU University in 2007.
- ✓ BCA (Bachelor in Computer application) from IGNOU University in 2010.

TECHNICAL PROFICIENCIES

Office Application : MS-Office (Word, Excel, PowerPoint, Access)
Operating System : Windows (All Versions), LINUX.
Database : Oracle10g and Oracle Forms & Reports.
Primary Skills : SQL and Hindi Typing.

PERSONAL DETAILS

Date of Birth : 24-01-1989
Age : 25 Years.
Father Name : Dr. V. K.
Nationality : Indian
Marital Status : Married
Languages Known : English, Hindi
Permanent Address : House No. 370 D-21, Strt. No. 3, DAYAPURI,
MODINAGAR (GHAZIABAD) _201204.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:.....

(Prince Nivaden)