

ANIL NINDAWAT

House No.212,Jagdamba Marg,Paschim Vihar Vaishali Nagar,Jaipur-302021,Rajasthan.

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PROFESSIONAL BACKGROUND

1. ACADEMY OF INFORMATION TECHNOLOGY & MANAGEMENT, JAIPUR (JOINED IN JULY 2004 TILL DATE)
2. ACADEMY OF KANISHKA COMPUTERS, JAIPUR (Worked from 2001 to June2004)

PROFESSIONAL SKILLS (ADMINISTRATION & MANAGEMENT)

Joined Academy of Information Technology & Management in June 2004 as Chief Manager to look after the Administrative & Management work of Vaishali Nagar and Malviya Nagar, Jaipur.

WORK & RESPONSIBILITIES.

- Admissions of students, arranging classes, preparing time table of each course, to keep a track that, the students are fully satisfied with their faculties.
- To conduct tests on weekly, monthly ,quarterly & half yearly basis, to assess the performance of the students both to know how they are fairing and to allot 25 % INTERNAL MARKS for their due Semester Exams as decided by the UNIVERSITY.
- To arrange Practical External Examiners for both IT & Management students and make all arrangements to this effect.
- To compile all students Internal & External Marks send this CONFIDENTIAL Data in Excel Format to the University.

TO KEEP LIEN WITH UNIVERSITY'S REGIONAL CENTRE

- To facilitate Learning Centres,University appoints its authorized REGIONAL CENTRE so that Learning Centres do not approach University in any case. Hence LC's have to be in RC;s constant touch.
- As Admissions and Examinations are on 6 months SEMESTER Basis, hence it is essential to constantly be in touch with the authorized REGIONAL CENTRE of the University regarding following matter:
- To confirm whether, New Admission, Re-Admission, Re-Appear Forms, DD's and all required documents have been received at their end.
- To discuss regarding Date sheets, Admission Cards, Mark sheets, Certificates Degrees etc.
- To take up all different types of pending cases both in writing & through discussions.
- The responsibility of the Institute stands till a student completes his course and gets his, all Mark sheets and Degree. In case of any abnormalities/discrepancies, the written work gets increased on the part of the Chief Manager.
- To see that the receptionist is competently handling enquires
- To allot and extract work from the back office staff,

ADVERTISEMENTS, APPOINTMENTS & SELECTION

To take timely action in respect of various advertisements, regarding admissions, appointments of faculties & staff and get them published on time. To prepare list of those who on our advertisements, submit their RESUME. Make proper arrangements for their Interviews e.g. dates and timings and finally hold Interviews. Issue appointment letters to the selected Faculties and staff.

To regularly be in touch with Director in respect of day to day developments, seek his opinions and suggestions and implement them.

ACADEMY OF KANISHKA COMPUTERS

The Academy is authorized Study Centre of DOEACC. Students to run their following courses:

CCC,O Level, 'A' Level and 'B' Level Courses of DOEACC

In addition to DOEACC Courses the Institute also gives other Coaching's in Computer Basics,C,C++ ,Tally and many more.

POST HELD : Worked as Manager to look after Administration & Management work.

ACADEMY OF INFORMATION TECHNOLOGY & MANAGEMENT

Joined this Academy in July-2004 as Chief Manager to look after the Management & Administrative work of this institute and its Branch at Malviya Nagar, Jaipur.

ABOUT THE INSTITUTE

It is one of the reputed institute of Jaipur which is the authorized Learning Centre of **Punjab Technical University,Jalandhar** to run their following Programmes:

MCA, MSC-IT, PGDCA, BCA, BSC-IT & DCA (IT Programmes)

MBA & BBA (Management Programmes)

The Institute is also an authorized Study Centre of following Universities:

Karnataka State Open University,(Karnataka) and

Mahatma Gandhi University,(Meghalaya)

ADDITIONAL COURSES & COACHINGS

In addition to above IT & Management Programmes, the Institute is also popular for Coaching C,C++ ,Tally, Computer Basics, and Spoken English.

AIMS & OBJECTIVES

It's my aim to do to the best of my ability, in interest of work and responsibilities entrusted upon me. My objectives, is to see Progress in the field of work, with, a motto **"Work is Worship"**

CONCLUSION

The motto, behind submitting the RESUME is to PROGRESS in life. It is evident from the above facts that, though my field of work is restricted to the Educational Institutions, yet my job had been purely of ADMINISTRATION & MANAGEMENT, thus myself can also be utilized wherever there is scope of "Administration & Management". It is my pleasure that during my tenure highly placed Officers, Engineers, Lecturers; Bank Chief Managers joined our Institution and obtained MANAGEMENT Degrees, as they felt necessary for proper working.

QUALIFICATIONS

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| Academic | : | Completed BA (Bachelor of Arts) from Osmania University, Hyderabad |
| Professional | : | Done following Advanced Diploma from New Delhi. <ol style="list-style-type: none">1. In Web Designing2. Multimedia3. E-Commerce4. Having good knowledge in MS Office & Excel |

With Regards

Anil Nindawat

