

RESUME

RAVINDRA KUMAR SAHU

E Mail- : ravisahu5000@gmail.com

Address: Q. No. G-77, Irrigation Colony

Contact No. : +91-96913-99994

Shanti Nagar, Raipur (C.G.)

Objective :

I would develop my career as an IT trainer/ Centre Coordinator. I have the deep knowledge of this field. I know how to manage the learning and professional development of the aspirants. I have excellent communication skills so I can deliver an efficient training. I can arrange various sessions for carrying out the tasks efficiently. I have the ability to increase the skill level of the Trainee's by conducting the project related workshops and a effective approach for a livelihood Training Program.

Personal Details :

Name	:	Ravindra Kumar Sahu
Fathers Name	:	Mr. Vijay Kumar Sahu
Mothers Name	:	Mrs. Shakuntala Sahu
Date of Birth	:	11/09/1983
Gender	:	Male
Marital Status	:	Married
Nationality	:	Indian

Work Experience :

1. As a **Office Assistance** in MIS, Water Resources Department.

(Office of the Engineer-in-Chief, Management Information System, Sihawa Bhawan, Civil Lines, Raipur, Chhattisgarh)

S.No.	Designation	Period	Company
1.	Office Assistance	01.04.2015 to 31.03.2016	G.A. Digital Web Word Pvt. Ltd.
2.	Office Assistance Level-1A	01.04.2016 to 31.03.2017	IAP Company Pvt. Ltd.
3.	Office Assistance Level-1A	01.04.2017 to 30.09.2017	IAP Company Pvt. Ltd.
4.	Office Assistance Level-3A	01.10.2017 to 31.10.2017	IAP Company Pvt. Ltd.
5.	Office Assistance Level-3A	01.11.2017 to 07.01.2018	Innowave IT Infrastructures Ltd.
6.	Office Assistance Level- 4	08.01.2018 to 07.01.2019	CMS Computers Ltd.

2. As a **Computer Operator** in Water Resources Department.

(Office of Deputy Director, Hydrometeorology Division No.- 04, State Data Centre,
Sihawa Bhawan Civil lines, Raipur, Chhattisgarh) From February 2009 to March 2015

Job Profile : All types of office works.

Educational Summary :

Education	Board / University	Year
P.G.D.C.A.	Dr. C.V. Raman University, Bilaspur (C.G.)	2011
Graduation (B.Com)	Guru Ghasidas University, Bilaspur (C.G.)	2005
H.S.S.C.	Chhattisgarh Board, Raipur	2000
H.S.C.	Chhattisgarh Board, Raipur	1998

Additional Qualification :

Education	Board / University	Year
Auto CAD	Autodesk Academy	2013

Communication Skill :

Language	Read	Write	Speak
Hindi	√	√	√
English	√	√	√
Regional Language	√	√	√

Declaration : *I do hereby declare that the above written particulars are true and correct in best of my knowledge and belief.*

Date : 13/03/2019

Place : RAIPUR


Signature

(Ravindra Kumar Sahu)

कार्यालय उप संचालक
जल मौसम विज्ञान संभाग क्रमांक - ०४
रायपुर (छत्तीसगढ़)

अनुभव प्रमाण-पत्र

प्रमाणित किया जाता है कि श्री रवीन्द्र कुमार साहू पिता - श्री विजय कुमार साहू इस कार्यालय में वर्ष 2009 से कम्प्यूटर ऑपरेटर का कार्य आउट सोर्सिंग के माध्यम से कर रहे हैं। इनका कार्य एवं व्यवहार सराहनीय है। मैं इनके उज्ज्वल भविष्य की कामना करता हूँ।

सिद्धेश्वर
लेखा अधिकारी
कार्यालय प्रमुख अभियंता
जल संचालन विभाग, रायपुर (छ.ग.)

उप संचालक
जल मौसम विज्ञान संभाग क्रमांक 04
रायपुर (छत्तीसगढ़)

Rawi
13/03/2019
Self Attested


**EXECUTIVE ENGINEER (MIS)
O/o THE ENGINEER-IN-CHIEF
WATER RESOURCES DEPARTMENT
CHHATTISGARH, RAIPUR**

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Ravindra Kumar Sahu S/o Shri Vijay Kumar Sahu** has worked as **"Office Assistant"** on **National Informatics Centre (NIC), Raipur (Chhattisgarh), e-works (e-payment) and MIS work** through **G.A. Digital Web Word Pvt. Ltd, Delhi** in this office from **1st April 2015 to 31st March 2016**.

His performance is satisfactory. He is Sincere, Energetic & Hard worker. We wish him all success in his future endeavours.

DATE:- 07/04/2016


**Executive Engineer (MIS)
O/o the Engineer-in-Chief
Water Resources Department
Chhattisgarh, RAIPUR**

Ravi

13/03/2019

Self Attested

**EXECUTIVE ENGINEER (MIS)
O/o THE ENGINEER-IN-CHIEF
WATER RESOURCES DEPARTMENT
CHHATTISGARH, RAIPUR**

No. 56...../MIS

Dated: 25-09-2017

TO WHOM SO EVER IT MAY CONCERN


This is to certify that Ravindra Kumar Sahu has been deployed by NICSI (National Informatics Centre Service Inc.), Delhi through IAP Company Pvt. Ltd, Gurgaon and working under supervision of National Informatics Centre (NIC), Chhattisgarh State Centre, Raipur C.G. as Office Assistant from 01-04-2016 to 31-03-2017 in the Project "E-Works (E-Payment)" at Water Resources Department, Raipur (C.G.).

During his tenure, he has shown an excellent attitude to his work and contributed to our success. His conduct is found to be very good. He is Sincere, Energetic & Hard worker. I wish him all success in his future endeavours.

Ravi

13/03/2019

Self Attested


**Executive Engineer (MIS)
O/o the Engineer-In-Chief
Water Resources Department
Chhattisgarh, RAIPUR**



OFFICE OF THE ENGINEER-IN-CHIEF
EXECUTIVE ENGINEER (MIS)
WATER RESOURCES DEPARTMENT
SIHAWA BHAWAN, CIVIL LINES
RAIPUR, CHHATTISGARH



TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr. RAVINDRA KUMAR SAHU** resident of **Raipur, Chhattisgarh** has worked in our **e-works (e-payment)** project on the post given below :-

S.No.	Designation	Period	Company
1.	Office Assistance Level-1A	01.04.2017 to 30.09.2017	IAP Company Pvt. Ltd.
2.	Office Assistance Level-3A	01.10.2017 to 31.10.2017	IAP Company Pvt. Ltd.
3.	Office Assistance Level-3A	01.11.2017 to 07.01.2018	Innowave IT Infrastructures Ltd.
4.	Office Assistance Level- 4	08.01.2018 to 07.01.2019	CMS Computers Ltd.


He has been deputed by National Informatics Centre (NIC) through the above mentioned companies and the candidate has shown an excellent attitude to his work and contributed to our success. His conduct was found to be good during the tenure.

We wish him all success in his future endeavours.

Raipur, Dtd. 12/03/19

Ram
13/03/2019

Self Attested


Pranab Kumar Pal
Executive Engineer (MIS)
O/o the Engineer-in-Chief
Water Resources Department
Chhattisgarh, RAIPUR