

K. ASHOK KUMAR

Address: H. No. - HIG Deluxe-26,
Housing Board Colony, sector-8 Saddu,
Near Science Centre, Raipur (C.G.)

DOB: 18.04.1990

E-mail: ashok18490@gmail.com,

Mobile No- +919685099329



Key Skills:

- Effective Interpersonal and Communication skills.
- Project management skills and knowledge of project management best practices.
- Knowledge of project management principles.
- In depth information about the project area.
- Influence and negotiation skills.
- Managerial and technical (IT) work Experience.
- Strong Proficiency in Project tracking software.
- Handling Client from start to end of the project.
- Manage Media and Marketing Duties.
- Monitoring the Advertisement and Brochure Design.

Educational Qualification:

Examination	Discipline/ Specialization	School/college	Board/ University	Year of Passing	%
B.E.	Information Technology Engineering	MMCT, Raipur	CSV TU	2012	62.16%
H.S.C.E	Overall	S.N.V.M, Raipur	C.G Board	2005	59%
H. S.S.C.E	Physics+Chemistry+ Maths	S.N.V.M, Raipur	C.G Board	2007	51%

Strengths: Willingness to learn team facilitator hard worker, Confidence, Accepting challenges.

Experience:-

1. Currently Working at Chhattisgarh Housing Board Department from July 2012 to till date as a Programmer and Project coordinator (9 years) developing and maintaining the software **e-Awas** and the official Website of CGHB (www.cghb.gov.in) for the Department.
2. Developing and consolidating management and resource allocation reports.
3. Project planning and coordination of tasks and resources.

4. Organize and execute assigned project tasks and activities.
5. Visualizing Advertisements and Events.
6. Marketing Strategies for sales of Departmental Houses/Shops.
7. Mediating between Client and Organization.
8. Time to time Inspection in all Zone offices regarding Work Progress.
9. Media to use for the Publicity of upcoming projects of the department.
10. Handling of advertisement Proposals.

Software Proficiency:

Languages: .Net, HTML 4

Office Automation: MS Word, MS Excel, MS Power Point

Operating System: Window XP, Vista, window 7

Trainings:

Company	Duration	Location	Type of course
ACME Institute of Bhilai	30 days	Bhilai	J2EE
MTNL	15 days	Mumbai	Basic Telephonic Communication

Extracurricular Activities:

- Participated in cricket as a captain in inter college.

Personal Profile:

Name: K.Ashok Kumar

Father's Name: K.V.Rao

Marital Status: Married

Nationality: Indian

Hobbies: Playing Badminton, Carom and Cricket, Watching Movies.

Permanent Address: Near Science centre, Vidhan sabha road HIG-26, Housing Board Colony Sector-08, Saddu, Raipur (Chhattisgarh)

Languages Known: English (U.K), Hindi, Telugu

Phone No: +919685099329

Declaration:

The above furnished information is true to the best of my Knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

K. ASHOK KUMAR

Date:-12/07/2021