Rajesh Kumar

Correspondence:

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Futuristic Pursuits

I can tackle with any technical and software problem as I have the profound knowledge of my field. I have all technical and software skills which help me to solve any problem. I know how to work in various situations. I can cope up with my companions. I know my work areas.

Experience

Last Position Held-

Company: "National Archives of India" for the Digital Preservation Project of C-DAC.

Designation: Data Entry Operator
Date of Occupancy: January 2014 to March 2017.
Job Responsibilities:
As an integral part my roles included prepare excel sheets for the important files and other official work.

Previous Engagement-

1. Company: "Air Force Station (AFS)" New Delhi

Designation: Data Entry Operator
Date of Occupancy: January 2013 to June 2013
Job Responsibilities:
As an integral part my roles included prepare excel sheets for the important files and other official work.

2. Company: Dell authorized franchisee "Landmark Info net Pvt. Ltd.", New Delhi

Designation: System Engineer
Date of Occupancy: October 2009 to March 2011.
Job Responsibilities:
As an integral part my roles included troubleshooting and configuring and installation. We do have 5 offices, Head Office in New Delhi and branch offices are in Chennai, Punjab, Rajasthan and Mumbai.

3. Company: "IL&FS waste and urban services ltd." New Delhi

Designation: Data Entry Operator
Date of Occupancy: April 2011 to December 2012
Job Responsibilities:
As an integral part my roles included prepare excel sheets for the important files and other official work .

Education Credentials

Professional:

- Completed Microsoft Certified System Engineering (MCSE) in Windows Server 2003.
- **B.ed** from M.D. University. (with Sanskrit and social science as teaching subjects).
- **M.A.** degree from EIILM University. (Sanskrit)
- **B.A.** degree from M.D. University. (Sanskrit)
- **Senior Secondary** from Haryana Board (Bhiwani).
- **Matriculation** from Haryana Board (Bhiwani).

Hardware and Software Skills

- Installation of Windows 98, 2000, XP, 2003, Windows 7, Linux.
- Installation of Software & Drivers, Trouble shooting of system & drivers.
- Installation of Modem, USB Devices, Configuring all printers.

Academic Achievements

- Good at installing and configuring.
- Excellent offshore and on-site coordination skill, implementation, production build and support.
- Good in team leading and team work.
- Good management skill with innovative and creative ideas & Good communication skill.

Extra Curricular Activities

- Won first prize at school level **science exhibition/symposium**.
- Participated in **School level Debate in Haryana.**
- Nimble participant in **various debate competitions** organized at district level.

Affirmations & Disclaimers

The information divulged here with is correct and genuine to the best of my knowledge. Any miss-appropriations and disparities imminent would make me responsible for any consequences thereof.

Personal Memorandum:

Date of Birth   : 15th May, 1982
Sex   : Male
Nationality   : Indian
Marital Status   : Married
Languages known: English & Hindi

Date:

Place: **Rajesh Kumar**