

# RESUME

NISHANT KUMAR RATHI

Permanent Add: Village PO Gangnauli

Distt: Baghpat State- U.P.

Pin code- 250625

Current Add: Abay Khand 1<sup>st</sup> Indrapuram Ghaziabad

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## CAREER OBJECTIVE

A target-oriented professional with an aim to work & deliver the best for the Organisation and contribute towards growth of the Organisation and ensure personal growth as well.

## EDUCATION QUALIFICATION

- 10th Passed from U.P Board in 2011.
- 12th Passed from U.P Board in 2013.

## TECHNICAL QUALIFICATION

- Completed Three Year Diploma in Computer Science and Engineering in 2016.
- Completed B.Tech in Computer Science and Engineering in 2020.

## OTHER SKILLS

- Strong Knowledge of Computer like application software installation, operating system installation.
- Knowledge of database Management
- Knowledge of M.S OFFICE, Excel, word & PPT
- Strong Skills of MIS
- Excellent Typing Speed in both English and Hindi.

## STRENGTH

- Quick Learner
- Positive Attitude

## WORKING EXPERIENCE

### SANTOSH DEEMED TO BE UNIVERSITY GHAZIABAD”

Data Management Administrator in Internal Quality Assessment Cell:

- The role largely involved coordination for Data
- Strong knowledge of data management for NAAC accreditation and various other Quality Parameters
- Responsible for maintaining existing MIS
- Maintain data and extract reports
- Strong skills of Advance MS EXCEL
- Coordinate with various departments for data and reports
- Create PPT for reporting and data submission

### HCL SERVICE LTD.

- “Dell Project” (BackEnd Team)
- Two Operation were part of the project
  - Enterprise Operation: In Enterprise Operation complaint with reference to server of DELL were addressed. Technician were sent as Per SLA (Service Level Agreement) (SLA Received Like 2 Hour, 4 Hour, 6 Hour Mostly)
  - Client Operation: In Client Operation We Have Received System Regarding Complaint of Dell.
  - The data base for all the complaints and backend management were handled by me & trained any fresher or new joinee for the project

## OTHER ACCHIVEMENTS

- Captain of College Cricket Team.
- Good Player of Badminton.

## HOBBIES

- Playing Cricket & Badminton
- Watching TV
- Reading Books

## PERSONAL PROFILE

- Father's Name : Mr. Jaiveer Singh
- Date of Birth : 08/07/1996
- Nationality : Indian
- Gender : Male
- Marital Status : Unmarried
- Language Known : Hindi & English

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

PLACE: .....

(NISHANT RATHI)

DATED: .....