

## CURRICULUM-VITAE

**RAVI KHATRI**



**Address:- 12/145, Kaveri Path, Mansarover Jaipur-302020**

**Mobile No:- 9001688199**

**Email Id:- [rvkhatri2009@gmail.com](mailto:rvkhatri2009@gmail.com)**

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### **Objective**

Growth oriented position in a professionally managed & dynamic organization that would offer ample opportunities for development while allowing me to contribute towards organization's objective.

### **Synopsis of Resume**

- In-built Leadership qualities.
- Good Communication skills in English and Hindi.
- Good learner from mistakes, energetic, and willingness to travel.
- Hard working, detail oriented, able to multi-task.
- Proven ability to support senior executives.
- 10 Years Experience Dealing with Old & Young Clients.
- Fast Solution Finder of Hardware & Software Problems.

### **Summary of Qualification**

- Pursuing PGDCA from VMOU (Vardhman Mahaveer Open University, Kota)
- BA from VMOU (Vardhman Mahaveer Open University, Kota)
- RS-CIT Diploma from VMOU (Vardhman Mahaveer Open University, Kota)
- 12<sup>th</sup> passed from Rajasthan board - 2006.
- 10<sup>th</sup> passed from Rajasthan board - 2004.
- Proficient Users of Computer Applications: (Windows XP, 2007, 2010, MS-Office (MS Word, MS Excel, Power Point), Internet, Installing Software and Install Windows.
- Good Typing Speed in Both Hindi and English (50-55 w/pm)

## Employment History

# IFMS (Integrated Financial Management System)

## IFMS Vision:- Financial Position of State on “Real Time Basis”

### Introduction:-

Integrated Financial Management System (IFMS) is an e-Governance initiative of Rajasthan Government for effective, accountable and transparent Public Finance Management. IFMS has been conceptualized as an umbrella system covering all modular systems and their integration. The main objective of IFMS is to achieve computerization of state wide financial transactions and efficient monitoring and facilitate a Single Window interface across various functions. This Project's Application is Designed, Developed & Hosted by National Informatics Centre(NIC).

### Work Profile & Responsibilities:-

I joined IFMS Project on 15 December 2010 as a DEO (Data Entry Operator). Working with Previous Employer this Project is Fresh and New for me learn new things. After 1 month from my joining I was placed at IFMS Help Desk. At Help Desk I met few persons who also working at there from 1 month because Help Desk also started 1 month before. So this is the new and fresh initiative that I wanted to learn. As a Help Desk Executive my responsibility are updating files, producing reports as needs by clients and also take hard copy of the reports or documents as required by management or clients. I also take the responsibility of taking the back-up and maintenance of data which are very vital for the project. I also assisted senior officials and staffs by taking copy of files in Compact Discs or USBs as needed by them for giving presentations. I also take part in Emergency Operations by taking the tasks of troubleshooting computer operations and fixing errors in computer operations. I also took the responsibility of standardizing the document creation by computer operators which made the while process easy and efficient for management. In IFMS Project I have experiences to deal with clients. I have responsibility to guide those clients who don't know working in IFMS.

### Employer:-

#### **Innowave IT Infrastructures Limited.**

Designation : Office Assistant (Level 2A)  
Duration : 01 October 2016 to 31 March 2020

#### **IAP InfoTech Pvt. Ltd.**

Designation : Office Assistant (Level 2)  
Duration : 01 May 2016 to 30 September 2016

**Computer Clinic Pvt. Ltd.**

Designation : DEO (Data Entry Operator)  
Duration : 01 June 2013 to 30 April 2016

**The Provider Management Informatics Pvt. Ltd.**

Designation : DEO (Data Entry Operator)  
Duration : 15 December 2010 to 31 May 2013

**Other Work Experience:-****ARCHEM Pharmaceutical Pvt. Ltd.**

Designation : Computer Operator  
Duration : 01 July 2006 to 31 October 2010

**Work Profile & Responsibilities :-**

- Office administration.
- District branch's report collect & update all report in a new worksheet.
- Word Procession.
- Assistant Ordering Officer.

**Personal Information**

Date of Birth : 15.08.1988  
Father's Name : Mr. Bhagwan Das Khatri  
Nationality : Indian  
Caste : Indian  
Marital status : Unmarried  
Language Known : Hindi , English and Local.  
Interest In : Singing and Listening Soft Music, Play Outdoor Sports and Social Services

Date: 02-05-2020

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