

## RESUME

**Anshuman Shukla**

**Mob:-+919981851316, 8770100671**

**Email:-anshumanshukla016@gmail.com**

### **CAREER OBJECTIVE :**

To pursue a challenging career in a growth oriented organization, to implement my skills effectively and enhance my skills to meet the goals of the organization.

### **EXPERIENCE :**

- Currently working as a Contractual **Computer Instructor** at Kendriya Vidyalaya Mandla from 01 April 2018 to till date.
- Worked as Contractual **Computer Instructor** at Kendriya Vidyalaya Mandla from 01 April 2017 to 27 Feb 2018.
- Worked as a Contractual Computer Instructor at Kendriya Vidyalaya CMM, Jabalpur from 01 April 2016 to 25 Feb 2017.
- Worked as a **Training Officer** in “COPA” at “Govt. Model ITI” Jabalpur on contract (Guest faculty) from 19.02.2015 to 18.01.2016
- Worked as a **Trainer in Computer Operator Module** in “Skill Development Centre” Kundam Under Industrial Training Institute Dist-Jabalpur Affiliated by MPCVET M.P. from on contract (Guest faculty) basis from dated 20.02.2014 to 20.01.2015.
- Worked as a **Training Officer** in “COPA” Trade in “Govt. Model ITI” Jabalpur on contract (Guest Faculty) basis from 19.03.2013 to 18.02.2014 .

### **Work Responsibilities:(In KV's)**

#### ***As a Teacher:***

- Perform Practical based Effective Teaching by adopting Learning based methodology and Back to Basic programme implemented by KVs sangathan & achieve the targets.

#### ***Handle Online Portal Work:***

- (a) School Website Management
- (b) UBI Fee portal of Teachers and students (Admission, First & Second Verification with challan generation.)
- (c) Handling of Kendriya Vidyalaya Sangathan Shaala Darpan Portal work of Kendriya Vidyalaya Mandla on School Expert System. (Perform Admission on portal Academic activities, Attendance maintenance and exam module work with result generation)
- (d) Entry and handle Online Vidyalaya Plan portal.
- (e) PFMS Portal work. Cloud based data entry and Internet based work
- (f) Handle the SBSB Programme online work implemented by KVS.

#### ***As a Office Assistant/ Administrative Person:***

- Perform official activities which include Letter and Report typing (Different activities like - Swachhta Pakhwada, Hindi Diwas, Regional Sports meet & National Sports meet, mini sports day etc) with inward and Dispatch of letters.
- Prepare official orders in systematic manners and perform communication with authorities of Vidyalaya (DC, AC and Principal's of region) through mails.
- Prepare presentation, meeting agenda and minutes of meeting.
- Handle accounting work on ERP 9.0 software ( Company creation, Ledger Entry, Voucher entry and report generation etc).
- Prepare quotation and Comparative statement for tenders and firms.
- Prepare TA / DA of employees and Principal for different tour programmes.
- Prepare Committee List of teachers and other employees for successful implementation
- Prepare different proforma's for the Vidyalaya activities (like grade 4<sup>th</sup> Employee Attendance proforma, CW/HW Proforma, DOS proforma, Class room observation, Different annexure).
- Prepare different Time Tables according to requirement like Class Wise, Day wise, Teacher wise, summer and winter break study camp time table for the Vidyalaya.

- Sending of monthly reports ( NPs, GPF statements, Enrolment position, quarter vacant position, ICT Infrastructure report).
- Preparation of PPT's for different meeting conducted on Vidyalaya like VMC Meetings, 4<sup>th</sup> Cluster Level CMP meetings and training based PPT's for employees.
- Typing of activity sheet, work sheet for FA-1 and paper for SA-1 LAT paper and also modification.
- Computer work related to Regional Sports Day , National Sports meet and National Sports meet 2016 (Type Official letter, Create consolidated list of participants, rooms pump late, event wise list , requirement for medal, list for medal distribution, list of selected participant in RSM. List of participants for national sports meet 2016, letter conversation by email etc.) Celebration and also reservation.
- Prepared Programme Schedule for different functions , Greetings card and invitation card.
- Worked on Tally ERP 9.0( Prepare Cash Book, Bank Reconciliation, Pass Voucher Entry etc)

***As a Technical Person :***

- Responsible for repairing & maintenance of basic hardware components of computers system(including Interactive Board , Projector and Printers,CPU, etc)
- Format and update o.s. in system.
- Installation and updation of drivers/ software in system (like setup of teaching software, antivirus and other software)

**Work Responsibilities(In ITI's) :**

***As a Trainer :***

- Trained the students of ITI' as per given syllabus, time duration by adopting the practical based methodology and achieved approx 95% to 100% result.
- Motivate the Low performers by practice and test activities to achieved the targets.

***Admission Work :***

- Generate trade wise shortlist of students those applied for admission.
- Verification through documents and category wise online admission of the students.
- Receipt distribution.(Tuition fee, Caution Money, admission fee etc.)
- Maintenance of students record separately in softcopy as well as in hard copy.

***As a Administrative Person/ Office Assistant:***

- Prepared official orders for the employee as per the requirement to the implementation of Activities.
- Inward and dispatch the official letters and also maintain the register as per need.
- Entry of stock register and ledger register(raw& consumed material).
- Maintenance of Bill book, passing of bills etc.
- Check , take print out of mails and perform communication by the official mails of institute to the other respective govt. ITI's and offices by sending and receiving mails.
- I have been done the QCI work of all the employee, which include the online verification of all The employee of Govt MITI Jabalpur (approx 70 employees within limited timing of 10 to 12 days) and check the quality of the training officers and resource person of the institute as per the qualification norms.

***Examination Work:***

- Registered about 1400 students on DGT's site for the trade wise and semester wise examination of the students.
- Prepared the official orders of duties for the employees for the theoretical as well as practical examination as per the given schedule and time.
- Prepared Trade wise , day wise subject wise and semester wise display charts, seating plans and roll no. for the students of institute.
- Prepared different proforma's related to exam like proforma for submission of answer script, present absentee reports,

- Perform the Invigilator duties as well as External duty for the Govt SDC Kundam Module Examination Jan-Feb 2014.
- Conduct module exam of COPA Module students.
- Entry of trade wise and year wise practical marks of trainers to the result sheet.
- Prepared Exam identity card of the students.

#### ***DEO work for the Implementation of First SCVT online Examination Jan-Feb 2015***

- As per the instruction of Principal Govt MITI/In-charge of SCVT online examination Feb 2015 M.P. perform confidential communication through proper covering letters with various ITI's of M.P. and coordinator of MP Online through mails as per the requirement.
- Prepared Note Sheet to take permission for the different exam related activities from the respected authorities and Director of Skill Development Centre M.P.
- Circulate Instruction of Examination and each related information to the ITI's and Joint Directors of different zone all over the M.P.
- Prepared Exam time table for Trade wise and semester wise and shift wise SCVT online Examination Feb 2015.
- Prepared theory and practical question papers with Bills of Material of different trades and Semester ( I & III) for the students appeared in the SCVT online examination Feb 2015.
- Prepared format for online registration forms and report card of students for examination.

#### ***As a Technical Person :***

- Maintenance of computer system with installation and updation of O.S and other application software.
- Also maintain other devices like Printers, photocopy machine etc.

#### **QUALIFICATIONS:**

- Completed Bachelor of Engineering with specialization in “**Computer Science**” from **R.G.P.V.** passedout 2012 with 76.66 %.
- Completed HSC from M.P. Board in 2008 with 78.04%.
- Completed SSC from M.P. Board in 2006 with 85.20%.
- Completed “**Diploma in Computer Application**” from M.P. Bhoj University in 2007 with 71.10%

#### **COMPUTER FORTE :**

- Computer skill : English & Hindi Typing(In Mangal Font), MS Office(All version), Tally ERP 9, Conversion of files, Image Editing and Formatting.
- Languages : C & C++, PHP-My sql , Core Java.
- Operating system : Ms Dos, Window1998,window 2000 , Window -XP , Vista, 7 , 8.1, 10.
- Database system: Knowledge of “SQL”.
- Designing Tools : Adobe Photoshop, Photo Scape, Dream Viewer.
- Online Portals : Handle :- KVS Shaala Darpan, Online UBI portal of Teachers of KVS,Vidyalaya Plan Portal,

#### **INDUSTRIAL TRAINING :**

**Organization Profile: - Appin Info System Pvt Ltd. Bhopal(M.P.)** with training on“**LINUX** ”. They focus on “SERVER SECURITY” & reduce hacking to some extent.

#### **ACADEMIC PROJECTS :**

**Minor Project Title:- “ENIGMA”(Encryption & Decryption)**

**Major Project Title:- “ONLINE BAKING SYSTEM”.**

## ACHIVEMENTS :

- Participated in “DRAMATICS” in “**IIT-RUDKI**”.
- I got 3<sup>RD</sup> position “BALRANG COMP.” at ZONAL LEVEL.
- “A” grade certificate of “NSS”.
- “B” grade certificate of “NCC”.
- I achieved First position at Essay Writing Competition on Population Day conducted at Distt. level.

## EXTRA ACTIVITIES:

- Successfully completed 4 months vocational training on Tally ERP 9.0 from Information Technology Saksharta Abhiyan Jabalpur.
- Part time working as a Auditor of H.S. Brand International Pvt Ltd Bangalore.
- Passed Assessment Exam ICT 701 conducted by DGT of India Part time worked as assessor for “**Nidan Smita Mahila Siksha Sansthan**” Jabalpur and conduct the assessment exam all over M.P. assign by the organization. given time.
- As a External Examiner of Semester Examination conduct by RGPV on the Centre Govt. Poly Technique College Narsingpur.
- Various competition like QUIZ COMPETITION, ESSAY WRITING, DEBATE, & PPT .
- Attend the combined Annual Traing Camp by IMPBn NCC Jabalpur on 2005.

## PERSONAL INFORMATION :

- |                     |  |
|---------------------|--|
| • D.O.B.            | : - 19 Aug. 1990.  |
| • Gender            | : - Male   |
| • Blood Group       | : - AB+  |
| • Father's Name     | : - Mr.. Vijay Kumar Shukla  |
| • Mother's Name     | : - Mrs. Mahima Shula  |
| • Maritial Status   | : - Single.  |
| • Language Known    | : - English & Hindi .  |
| • Nationality       | : - Indian   |
| • Permanent Address | : - Parash Vihar Bank Colony Jarjola Road Narsinghpur (M.P.)                             |
| • Hobbies           | : - Play Indore Games, Surfing on internet, (You Tube, Fb, Wikipedia, W3School.com etc.) |
| • Interest          | : - Music, Dancing, Movies, Visiting new Places, Travelling.                             |

## STRENGTH

- Good written and Oral Communication Skill.
- Good knowledge of General office software, particularly the Microsoft Office Suite and use of databases.
- Cooperative, High Motivational skills, Dedicated towards my work, I am a good learner as well as teacher.

## DECLARATION

I hereby declare that the above information is true to best of my knowledge.

Date:

Place: NARSINGHPUR

(ANSHUMAN SHUKLA)