

# CURRICULLUM – VITAE

**RAJBIR**

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## ■ CAREER OBJECTIVE:

Seeking a responsible position in an organization where I can realize my skills and experience which I have gradually earned while working with reputed Institutes and organizations.

## ■ PERSONAL SYNOPSIS:

- ✍ Comprehensive problem solving abilities
- ✍ Creative and Innovative
- ✍ Flexibility & Target Oriented personality.
- ✍ Good Communication skills
- ✍ Ability to effectively deal with people.

## ■ PROFESSIONAL SYNOPSIS:

- ✍ Well versed with Basics of Computer Science.
- ✍ Working Knowledge on Operating System Windows XP, Windows 7, Windows 8, Windows 10.
- ✍ Well versed with Computer Hardware and Networking.
- ✍ Well versed with MS Office.
- ✍ Basic Knowledge of C, C++, HTML, PHP and ASP .Net language.
- ✍ Capable of handling data and software.

## ■ ACADEMIC PROJECTS:

- ✍ A Major project on **Bug Tracking System**.
- ✍ A Minor project on **Encryption and Decryption**.

## ■ INDUSTRIAL TRAINING:

- ✍ 4 Weeks Summer Training on **Salesforce.com & Force.com** from **Alma Mate** in College Campus HMR ITM Hamidpur Delhi- 110036.
- ✍ 48 Days Summer Training on **Applications with MySQL and PHP** from **NIIT** at New Delhi, INDIA.
- ✍ 3 Months Training in **PHP with MySql** from **Lio Technologies** Rohtak (Haryana).

## ■ EXPERIENCE SUMMARY:

- ✍ April 2017- Present: Working as **Senior Technical Assistant (Computer) / Office Assistant / Smart Class Coordinator** at Birla Children Academy, Kharkhoda, Sonipat.
- ✍ August 2013 – March 2017: Worked as **Technical Assistant (IT) / Smart Class Coordinator** at Pratap Singh Memo. Sr. Sec. School, Kharkhoda, Sonipat.

## ■ ROLE & RESPONSIBILITIES:

- ✍ Vital Role in Examination & Administrative Department.
- ✍ Responsible for Student Result Management.
- ✍ Responsible for smooth implementation of the smart class program inside the school.
- ✍ Responsible to trained all teacher to work with the smart class program.
- ✍ Hardware & systemic breakdowns are promptly escalated to ensure minimal down time as per the escalation processes.

- ✍ Relationship with teachers and head of the school are maintained at best levels.
- ✍ Necessary support is provided and arrangements are made to facilitate success of training workshops.
- ✍ Maintaining School website and update social media time to time.

■ **WEBSITES AND PROJECTS EXPOSURE:**

- ✍ [www.birlaschoolsonipat.com](http://www.birlaschoolsonipat.com)
- ✍ [www.tpskharkhoda.com](http://www.tpskharkhoda.com)
- ✍ [www.kmkharkhoda.com](http://www.kmkharkhoda.com)
- ✍ [www.zencompsolution.com](http://www.zencompsolution.com)
- ✍ [www.kanyagurukulkharkhoda.com](http://www.kanyagurukulkharkhoda.com)
- ✍ [www.sdmvp.in](http://www.sdmvp.in)
- ✍ [www.jaatmeharsingh.com](http://www.jaatmeharsingh.com)
- ✍ [www.rpsganaur.in](http://www.rpsganaur.in)
- ✍ [www.sunshinecampus.in](http://www.sunshinecampus.in)

■ **QUALIFICATION AT A GLANCE:**

Sr. No.	Examination	Board/University	Passing Year	Percentage
1.	Metric	HBSE	2005	62%
2.	Intermediate ( PCM )	HBSE	2007	67.6%
3	Diploma (Chemical Engg.)	SBTE, Haryana	2009	74.72%
4.	B.Tech ( CSE )	GGSIU New Delhi	2013	67.98%

■ **SKILLS AND STRENGTHS:**

- ✍ Research like activities & exploring new ideas.
- ✍ Quick learner with ability to learn new technologies.
- ✍ Dedicated and focused.
- ✍ Amiable in nature.
- ✍ Good interpersonal skills.
- ✍ Able to work independent taking initiative and as a team in tight guidelines.
- ✍ Extrovert personality.

■ **PERSONAL PROFILE:**

Name : **RAJBIR**  
 Father's Name : Sh. Sultan Singh  
 Date of Birth : 2<sup>nd</sup> Sep. 1989  
 Permanent Address : H.No. 187, V.P.O. Bayanpur, Distt. Sonipat (HR)-131001  
 Marital Status : Married  
 Nationality : Indian  
 Languages Known : Hindi, English

**DECLARATION:**

I Hereby declare that above mentioned information is true & to the best of my knowledge and belief & request you to give me an opportunity to work in your esteemed organization for which, I shall be very much thankful & grateful to you.

Date:

Place:

(Mr. Rajbir)