

## CURRICULUM VITAE

RAJAN KUMAR GUPTA

C/o- Taba Building  
E-Sector, Itanagar  
Papum Pare District,  
Arunachal Pradesh -791111  
**E-mail id- [raj.8707@gmail.com](mailto:raj.8707@gmail.com)**  
**Mobile No.- +91-9774114693/8415992436**



### CAREER OBJECTIVE:

To always grow along with the Organization through hard work, dedication and maintaining decorum of the profession and believes in quality work with total sincerity, commitment and looking for Job in an Organization, where I can make best use of my knowledge, skills and abilities.

### EDUCATIONAL QUALIFICATIONS:

Courses	Institution	University/Board	Year of Passing	Percentage Secured
Master of Computer Applications (M.C.A)	Rajiv Gandhi University, Itanagar, Arunachal Pradesh	Rajiv Gandhi University	2016	67.82 %
Bachelor of Commerce (B.COM)	Dera Natung Government College, Itanagar, Arunachal Pradesh	Rajiv Gandhi University	2012	45.00 %
10+2(Science)	Gyan Ganga Vidyapeeth School, Itanagar, Arunachal Pradesh	Central Board of Secondary Education	2009	59.00 %
10 <sup>th</sup>	Government Higher Secondary School, Itanagar, Arunachal Pradesh	Central Board of Secondary Education	2004	51.20 %

### ADDITIONAL CREDENTIALS:

Courses	Institution	Year of Certification
Diploma in Applied Business Application	Third Eye Computer Institute, Itanagar, Arunachal Pradesh.	2013
Advance Diploma in Computer Application	Global Institute of Information & Technology, Itanagar, Arunachal Pradesh.	2012
Certificate course in Accounts Pro-Computerized Financial Accounting	Aptech Computer Education Institute, Itanagar, Arunachal Pradesh.	2010

### **SKILLS:**

- Proficient in Microsoft Windows, Ms-Office, Adobe Photoshop & Internet Applications.
- Capable to implement large and complex IT Software Projects.
- Good knowledge of Administrative Operations.
- Good qualitative aptitude with excellent grasping power and eagerness to learn.
- Capable of handling multiple tasks in high pressure environments and under tight deadlines.
- Dedicated, innovative and Self-motivated builder. Thrive in both independent and collaborative work environment.
- Result-oriented professional with excellent communication & multilingual with proficiency in English, Hindi, and Bengali.

### **WORKSHOP // SEMINAR ATTENDED:**

- Participated in the **National workshop on Intellectual Property Rights titled “HOW TO PROTECT YOUR CREATIONS”**, on 22<sup>nd</sup> February, 2016 at Rajiv Gandhi University, Doimukh, Arunachal Pradesh.
- Participated in the workshop for the **North-Eastern Region on “PATTERN ANALYSIS and APPLICATIONS”** held between 16<sup>th</sup> to 20<sup>th</sup> November, 2015 conducted by Department of Computer Science & Engineering under Rajiv Gandhi University.
- Participated in the **First National Conference on “RECENT TRENDS IN INFORMATION TECHNOLOGY”**, conducted by Department of Computer Science & Engineering under Rajiv Gandhi University, Doimukh, Arunachal Pradesh on 15<sup>th</sup>-16<sup>th</sup> September, 2015.
- Participated in the National **Awareness Workshop on “INFORMATION SECURITY AWARENESS”** organized by National Institute of Electronics & Information Technology (NIELIT), Itanagar on 28<sup>th</sup> March, 2014.

### **PROJECT COMPLETED in Final Semester of MCA:**

**Project Title :: An Android Application for Rajiv Gandhi University.**

- **Team Size :** 2
- **Software used:** Android Studio, JDK, Xampp Server.
- **Description:** “An Android Application for Rajiv Gandhi University” is a project which was especially developed with the ideas of helping the students of facing the problem in accessing the information regarding to University. With the help of this Application, a student can access easily all the required information like About the University, Department admission procedure, Library Details, Dates of Examinations, Department details, Hostel admission, etc.

**WORK EXPERIENCE:**

Sl No.	Organisation Name	Designation	Duration	Posting Place	Roles & Responsibilities
1	Department of Urban Development & Housing, Govt. of Arunachal Pradesh, Itanagar	MIS EXPERT at City Level Technical Cell under PMAY-HFA (Urban)	04 <sup>th</sup> April 2017 To 20 <sup>th</sup> Feb 2020	Jairampur Cluster (including 3 Urban Towns i.e; Changlang, Jairampur & Miao) under Changlang District, Arunachal Pradesh	<ul style="list-style-type: none"><li>➤ Coordinate the data entry of the activities of Mission and file uploads into systems to be used by Urban Local Body (ULBs) on a regular basis.</li><li>➤ Prepare detailed formats and ensuring the data entry in the desired MIS Application.</li><li>➤ Set up systems for measuring and monitoring and reporting progress of the projects.</li><li>➤ Prepare Monthly/Quarterly Physical and Financial progress report and submit the same to SLNA and in the MIS Portal of PMAY-HFA(U) through ULBs.</li><li>➤ Preparation of Monthly Performance report of City Level Technical Cell Experts and submit the same to SLNA.</li><li>➤ Support Local bodies in coordinating/monitoring the housing Demand Surveys.</li><li>➤ Work closely with the Urban Planner Expert and support ULBs for the development of a MIS of land related data at City level that will include Geo tagging of the proposed Housings.</li><li>➤ Geo-Tagged activities is carried out on various level of houses construction under PMAY-HFA(U) through BHUVAN-HFA Mobile Application.</li><li>➤ Monitoring the phase wise construction of houses and provide proper guidance and instructions to the Beneficiaries.</li><li>➤ Dealing in DBT payment to the concern Beneficiaries and Vendors through Public Financial Management System(PFMS).</li><li>➤ Provide assistance to the other City Level Technical Cells(CLTCs) as and when required.</li><li>➤ Work closely with Community Organiser in day to day activities of DAY-NULM, SBM(Urban), IHHL, PM SVANidhi Scheme and monitoring in implementing the schemes in Urban areas.</li><li>➤ Any other related tasks that may be entrusted upon by the head of ULBs.</li></ul>
			21 <sup>st</sup> February 2020 To Till Date	Itanagar Municipal Corporation, Itanagar	

2	<b>O/o Controller General of Accounts, Ministry of Finance</b>	<b>Operation Manager</b>	02 <sup>nd</sup> Sept 2016 To 31 <sup>st</sup> March 2017	State Project Management Unit(SPMU), <b>PFMS Cell</b> , Itanagar, Arunachal Pradesh	<ul style="list-style-type: none"> <li>➤ Assist and provide Technical support to the agencies including Central and State Government Departments, NGOs, PSUs, Institutions etc. for the efficient implementation of <b>“Public Financial Management System(PFMS)”</b> at Itanagar.</li> <li>➤ Trained the multiple Departments and its Official for efficient and smooth functioning of <b>PFMS Project</b>.</li> <li>➤ Troubleshooting of the issues that may arise in the implementation on the <b>PFMS portal</b>.</li> <li>➤ Creation of Scheme Admin, Data-Operator, Data-Approver, Mapping of Central Assistance Scheme with the State Sponsored Scheme, payment through DBT &amp; EAT module, etc. as per requirement raised by the individual Departments.</li> <li>➤ Identifying and configuring hierarchy of each State scheme.</li> <li>➤ Provide assistance to the Official staffs as and when required.</li> </ul>
3	<b>Department of Legal Metrology &amp; Consumer Affairs, Yupia, Govt. of Arunachal Pradesh</b>	<b>Data Management Assistant</b>	13 <sup>th</sup> Jan 2016 To 1 <sup>st</sup> Sept 2016	O/o District Consumer Disputes Redressal Forum, Yupia.	<ul style="list-style-type: none"> <li>➤ Support the Consumer forum staff for the smooth functioning of E-governance Project <b>“Confonet-Online Case Monitoring System(OCMS)”</b> which is especially designed to make the Consumer Case transparent on the website of Confonet.</li> <li>➤ Assist the consumer forum staff w.r.t. data preparation/entry in the Confonet online CMS application.</li> <li>➤ Assist the consumer forum staff in maintaining inventory, up keeping of ICT infrastructure such as Desktops, Software, UPS, Printers, LAN etc. including new installations and also interact with the vendor if any hardware problem/ defect are reported and help the staff to keep its record.</li> <li>➤ Preparation &amp; Uploading of Cause List and Judgments and also update the status reports of the Consumer Cases declared by the Judge at District Court Level.</li> <li>➤ Provide logistic support to official staffs of the department in various office works.</li> </ul>

4	<b>All India Hope Line Welfare Charitable Youth Society (An NGO autonomous body)</b>	<b>Coordinator cum Accountant</b>	11 <sup>th</sup> June 2012 To 31 <sup>st</sup> July 2013	Itanagar, Arunachal Pradesh	<ul style="list-style-type: none"> <li>➤ Support the development of strategies and programmes regarding the upliftment of the civil society, ensuring good relations with government bodies and other policy influencing organizations.</li> <li>➤ Conduct workshops and create awareness among the communities for sustainable use of natural resources, respect for cultural diversity and human rights.</li> <li>➤ Develop and implement the staff development program, training schedule for new volunteers, develop appropriate tools and methods to build organizational and strong teams.</li> <li>➤ Documenting the best popular practices in the development of the community, preparing sets of necessary materials and submission of reports as per the situation, handling correspondence, drafting the reports and evaluations.</li> <li>➤ Scheduling meetings with local NGOs, arranging conference calls, making travel arrangements, planning and organizing workshops to identify their needs for development and training.</li> <li>➤ Creating new sets of administrative procedures if required as per the rules, regulations of the Government bodies and ensuring effective information flow.</li> <li>➤ Ability to work independently, effective in time management skills and meet deadlines.</li> <li>➤ Assist the Volunteers in developing ideas, effective tools for fund-raising and providing assistance.</li> </ul>
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**PERSONAL DETAILS:**

- Father Name : Shri Mohan Gupta
- Mother Name : Smti Gayatri Gupta
- Date of Birth : 01-02-1987
- Nationality : Indian
- Gender : Male
- Religion : Hindu
- Permanent Address : Village - New Colony  
P.o - Deoria  
P.s - Deoria  
District - Deoria  
State - Uttar Pradesh  
Pin No. - 274001

**FIELD OF PERSONAL INTEREST AND HOBBIES:**

- Interacting with People to develop good & strong work and customer relationship.
- Willing to work with different Organizations to gain knowledge.
- Cooking, Listening music, watching movies & Travelling.

**STRENGTHS:**

- Smart working, Time management ability and maintain interpersonal relationship, Proficiency in communication skills and hard working.

**DECLARATION**

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

Date: 30-09-2021

Place: Itanagar

Your's Faithfully



Rajan Kumar Gupta