

Curriculum Vitae

Jane Alam

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OBJECTIVE - Work sincerely and get the best out of it

Name : Jane Alam
Position : DIRECTOR/MANAGER (JANE ALAM DATA MATRIX)
Shahjahanpur, India
Entry Operator : Administrator-Assistant/Senior Computer Operator/ Senior Data
/Document Controller, E-Commerce, Digital Marketing etc.
Total Experience : 16+ years (All types of Data
Feeding/Analyzing/Formatting/Special Softwares etc.
Examination Project-Work Specialist for
(SCHOOL/COLLEGE/UNIVERSITY)
Nationality : Indian
Date of Birth : 30-04-1979
Education Qualification: Post Graduate Diploma in Computer Applications
(Software Others)
Computer Skills : **INDIAN GOVERNMENT Projects-Specialist
(Online/Offline)**
M.S. Office, Page Maker, In-page, Corel Draw, Photo Shop,
Internet
All Types of Online/Offline Jobs, Special Software Handling Jobs
Computer Formatting & Software Installation etc.

NOTE: Specialist in Different Types of Indian Government Projects.

**NOTE: I have full command on different types of Computer Jobs as well as
Supervision or
Direction to a team.**

PROFESSIONAL EXPERIENCE - OVERVIEW

**Note: S.P.N. = SHAHJAHANPUR NORTH B.S.A = BASIC
SHIKSHA ADHIKARI**

OFFLINE (INDIAN GOVERNMENT PROJECTS)

- * Jal Nigam Data Entry - 2001 (JAL NIGAM BOARD, SPN) (District Level)
- * Land Record Computerization - 2002 (REVENUE DEPARTMENT, SPN) (District Level)
- * Scholarship - 2003 (BASIC SHIKSHA ADHIKARI, SPN) (District Level)
- * R.C. Feeding - 2005 (RECOVERY DEPARTMENT, COLLECTORATE, SPN)
- * Lekhpal Examination - 2007 (REVENUE DEPARTMENT, SPN) (District Level)
- * Basic Shiksha Adhikari (Budget) 2010-11 (BASIC SHIKSHA ADHIKARI, SPN) (Department Level)
- * National Population Register Project - 2009 N.P.R. Registration Centre, Bareilly

- * E-Commerce Jobs & Digital Marketing 2012-14 Online Product Posting & Listing - Amazon, Big Bazar, Olx, Facebook, All India Bazar, India Mart & Other Social Media
- * Hastshilp Serve Data Feeding 2016-17 (Zila Udhyog Kendra, SPN) (District Level)
- * Student Enrolment Data Feeding 2017 (B.S.A., SHAHJAHANPUR) (Currently Working)

SCHOOLS: (SCHOOL EXAMINATION SERVICES):

- * AL-Falah Convent (Kant, Shahjahanpur)
- * Sanity Public School (J. B. Ganj, Lakheempur Kheeri)
- * Amna Memorial Public School (Shahjahanpur Proper)
- * Dr. Shakti Ahuja Memorial Public School (Shahjahanpur)
- * Saint Paul's English Medium School (Shahjahanpur)

EMPLOYMENTS:

- * Islamia Inter College, Shahjahanpur 2012-13 (As an Employee)
- * Rohailkhand Digree College, Shahjahanpur 2014-15 (As an Employee)

ONLINE (INDIAN GOVERNMENT PROJECTS)

- * Scholarship Project - 2006 (BASIC SHIKSHA ADHIKARI, SPN) (District Level)
- * Arms - License Project - 2008 (DISTRICT ARMS & LICENCE, DEPARTMENT, SPN)
- * UPBME - Lucknow - 2015 (UTTAR PRADESH BOARD of MADARSA EDUCATION)
- * KIRSHAK BEEMA SCHEME - 2016 (REVENUE DEPARTMENT, SPN)
- * ELECTION-2017 M.L.A **(MEMBER OF LEGISLATIVE ASSEMBLY)** with **SAMAJWADI PARTY, Shahjahanpur**
- * Passport Services/Customer Services
- * Pan Card Services/Customer Services
- * Aadhar Services/Customer Services
- * Citizen Services/Customer Services (INCOME, CASTE & DOMESILE CERTIFICATES)
- * Municipal Board, SPN/Customer Services (DEATH & BIRTH Certificates) (Municipality-Board, Shahjahanpur)

Note: All Work has been done under My Direction & Supervision (JANE ALAM DATA MATRIX, SPN)

CORE COMPETENCIES

- In-depth knowledge of Data Feeding, Data Management, Data Analyzing and Data Maintenance
- Excellent Management, Communication, Organization and Interpersonal skills
- Strong leadership qualities
- A good team player and ability to work under minimum supervision
- Ability to relate and interact successfully with a multi-cultural workforce at all levels.
- Ability to use initiative and adopt a proactive approach.

COMPUTER PROFICIENCIES

- 1 year “**Diploma in Computer Application & Multilingual D.T.P.**” from DOEACC, Society Chandigarh.
- “**P.G.D.C.A.**” from SSS Computer Society Shahjahanpur (Uttar Pradesh)
- Excellent working knowledge on MS Office, Page Maker, In-page, Corel Draw, Hindi, English & Urdu Typing as well as All types of Online or Offline Job Work, School Examination Project Services, Payroll, Salary Accounts etc.

EDUCATION

B.A. - Bachelor of Arts (ENGLISH & ECONOMICS)

- **Name:** JANE ALAM
- **Father’s Name:** Late Ali Husain
- **Mother’s Name:** Late Aneesa Bano
- **Passport Number** N8398886
- **Passport Issue** 02/06/2016
- **Passport Expiry** 01/06/2026
- **Date of Birth:** 30/04/1979
- **Place of Birth:** Shahjahanpur
- **Marital status:** Married
- **Expected Employment Status:** Full time
- **Languages Known :** English, Hindi, Urdu (know to read)

References: Will be available on demand.

Date:

Place: Shahjahanpur (Uttar Pradesh), India
Alam)

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