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**VIKRAM KUMAR SINGH**

MCA (Master in Computer Application) E-mail: [vikrammca10@gmail.com](mailto:vikrammca10@gmail.com) Mobile No: +91 9771412441

**CAREER OBJECTIVE**

To set an example of growth, efficiency and advancement of higher level in professionalism, in synchrony with the changing and fast moving IT Sector, Enhancing my skills and are confident that my knowledge and experience will be value to organizing and will help the organization in achieving their objective.

# SYNOPSIS

Young, Energetic, Result Oriented IT Professional; trustworthy and discreet Persuasive communicator with exceptional relationship management skills. Skilled performer with proven ability to lead and motivate teams to maximize productivity.

Adaptability at working in high pressure environments.

Adroit at learning new concepts quickly and communicating the ideas clearly & effectively. Dedicated and ambitious to achieve personal goals as well as the organizational goals.

# EXPERIENCE SUMMARY

* Dr. Zakir Husain Institute as Lecturer cum Lab Instructor (April’08 to Aug.2009 ) at Patna.
* Vayam Technology Ltd as Data Entry Operator ( Dec.’09 to April 2011 ) at CGHS Patna.
* New Horizones India Ltd. as Data Entry Operator ( May’ 2011 to March’2013 ) at CGHS Patna.
* E-Centric Solution (P) Ltd. as Data Management Associate ( April’ 2013 to March 2015 ) at CGHS Patna.
* IIIM LTD as Manager-MIS (Operation) (April’ 2015 to till date) at Patna Branch Patna.

**Job Description/Responsibility**

* As MIS Manager contribute to the development and successful delivery of an annual

operating plan which supports the Company mission, objectives and core values.

* Lead and manage the MIS team, ensuring that staff are managed, trained, and

motivated to meet the objectives and priorities of the service and the Company.

* Develop and embed quality standards and service level agreements for the MIS team

ensuring these are maintained and the effectiveness monitored and reviewed.

# COMPETENCIES

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| --- | --- | --- |
| Differential Thinking | Keen Learner | Team Player |
| Project Management | Interactive Communicator | Dedication |
| Market Research | Business Analytics | Ambitious |
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**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Qualification** | **University / Board** | **Percentage** |
| 2012 | MCA | Indira Gandhi Nation Open University | 62% |
| 2009 | BCA | Indira Gandhi Nation Open University | 66% |
| 2004 | HSC | Bihar Intermediate Education Council (B.I.E.C) | 66% |
| 2002 | SSC | Bihar School Education Board (B.S.E.B) | 58.67% |

**TECHNICAL SKILLS**

* Excellent Knowledge of MS Office (Excel, Word, Power Point, Access)
* Core Java, Visual Basic.
* OS :- Ms Window,Unix, Linux,DOS
* SAD, Data Communication.
* RDBMS

# ACADEMIC PROJECTS

LIVE PROJECT (6 MONTHS - JAN `08- JUNE `08)

* + Hospital Management System.

SUMMER INTERNSHIP PROJECT (2 MONTHS - APR `09- JUNE 09)

* + Customer query Handling and Response.

LONG TERM PROJECT (4 MONTHS - FEB `11- MAY 11)

* + Personal Development for Bihar State Tourism Development Corporation.

# EXTRA CURRICULAR ACTIVITIES

Organized GARDENIA 2008 & 2009 (annual fest) on behalf of Science & IT Deptt. during graduation from IGNOU.

Represented a class of 60 students, to all levels of Computer Science in IGNOU for 2 years actively participated in organizing ADVANCE TECHNOLOGY’ 09 & 10 in IPE.

# PERSONAL VITAE

Name : Vikram Kumar SIngh

Date of Birth : 13.02.1987

Gender : Male

Father's Name : Sri Surendra Prasad Singh

Mother's Name : Smt. Saraswati Devi

Marital Status : Single

Nationality : Indian

Language Known : English and Hindi

Permanent Address : Vill :- Hade, P.o:- Mushaila, Ps:- Mohanpur Gaya (Bihar)

Willingness to serve anywhere

* In India: Yes
* Abroad: Yes

**Declaration:** I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

# Date :11-09-2016

**Place :** Patna. **VIKRAM KUMAR SINGH**