**CURRICULUM VITAE**

Ramnivash Kumar

S/O: - Shilla Sharma

MCA

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***CAREER OBJECTEIVE***

* To work in the challenging position with an organization that provides ample opportunities to learn and to contribute. Work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

***ACADEMIC QUALIFICATIONS***

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| --- | --- | --- | --- | --- |
| **Degree** | **Board/Uni** | **Year of Passing** | **Division** | **% of Marks** |
| MCA | Mewar University (Chitorgarh) | 2018 | 1st | 62% |
| BCA | Magadh University (Bodh Gaya) | 2015 | 1st | 70% |
| I.Sc | B.S.E.B (Patna) | 2012 | 2nd | 56% |
| Matric | B.S.E.B (Patna) | 2010 | 1st | 79% |

***Extra Point***

* Kaushal Panjee, Kaushal Pragati and Kaushal Bharat Portal Etc.
* Maintain Record of Skill India Attendance Portal.
* Maintain Record of Master Data Sheet.
* Maintain Backup of CCTV Footage.
* Maintain Dossiers of Candidate.
* Maintain All SF as Per SOP.
* Mobilization Camp.
* Rotation Plan
* Inspection

***PROFESSIONAL SKILL***

* ***Basic Skills : -*** *MSOffice 2003, 2007, 2010, TallyERP-10*, Hardware Theory.
* **O.S** : - WIN-XP, WIN-7, WIN-8, WIN-10.
* ***Language Skills*** *: - C, HTML.*
* ***Data Base Skills : -*** *FoxPro.*

***Work Experience***

* **Company Name : - Society for Social Security And Empowerment (DDUGKY Uttrakhand)**
* **Designation : - MIS CUM IT Trainer**
* **Current In Hand : - 19500 + Fooding and Lodging**
* **Time Period : - March 2020 to June 2021.**
* **Job Responsibility : -**
* Understand the SOP Needs, NCVT/SSC Requirement and Meet Them in Delivery of Training.
* Kaushal Panjee, Kaushal Pragati and Kaushal Bharat Portal Etc.
* Do Timely Take Weekly Test and Internal Assessment as Par SOP Norms.
* Visit of MORD/SRLM/CTCA/NIRDPR Assistance during of TC Inspection.
* Ensure Excellent Finishing and Work Readiness of Beneficiaries.
* Always Being in Touch With Center Manager and All Trainers.
* Maintain Record of Skill India Attendance Portal.
* Maintain Record of Master Data Sheet.
* Follow ACLP During Delivery in Training.
* Maintain Backup of CCTV Footage.
* Maintain Dossiers of Candidate.
* Maintain All SF as Par SOP Norms.
* Maintain and Develop IT Lab.
* Follow Up Rotation Planer.

* **Company Name : - Society for Social Security And Empowerment (DDUGKY Assam)**
* **Designation : - IT Trainer**
* **Time Period : - July 2019 to March 2020**
* **Job Responsibility : -**

* Understand the SOP Needs, NCVT/SSC Requirement and Meet Them in Delivery of Training.
* Do Timely Take Weekly Test and Internal Assessment as Par SOP Norms.
* Ensure Excellent Finishing and Work Readiness of Beneficiaries.
* Attend IT Class Timely and As Per Rotation Planer.
* Follow ACLP During Delivery in Training.
* Always Being in Touch With All Trainers.
* Maintain and Develop IT Lab.
* IT Literacy Training.
* **Company Name : - S3 Global Business Solution PVT. LTD. (PMKVY Arwal Bihar)**
* **Training Partner :- Society for Social Security And Empowerment**
* **Designation : - Center Manager CUM IT Trainer**
* **Time Period : - Oct 2018 to Jun 2019**
* **Job Responsibility : -**

* Understand the SOP Needs, SSC Requirement and Meet Them in Delivery of Training.
* Manage Center and Documentation of All Candidates.
* Follow ACLP During Delivery in Training.
* Ensure Excellent Finishing and Work Readiness of Beneficiaries.
* Always Being in Touch With All Trainers.
* Attend IT Class Daily Basic.
* Do Timely Take Weekly Test and Internal Assessment.

***STRENGTH***

* Goal Oriented, Self Motivated, Motivating people
* Responsible, Honesty, *Hard working.*
* Flexibility and Adaptability.
* Active Listening Skills.
* *Belief in Teamwork.*
* *Time Management.*
* Leadership Skills.
* Quick Learner.

*I am very flexible and can adjust in any type of industry Like Programming and Teaching line.*

***JOB ROLE & KEY SKILLS***

* *Train the students to co-operate and help the Financial Support for own Family and needy people.*
* *Arrange and Manage the Guardian Meeting for their children problems & Placement Support.*
* *Arrange the safety and environment related activities amongst the trainees*
* *Arrange &manage the schedule for Formative and Summative Assessment.*
* *Teaching related all kinds of works for affective and creative learning.*
* *Motivate the parents in the rural area for their children education.*
* *Establishing the friendly environment for the better education.*
* *Manage the parade during the National Program every year.*
* *Develop a playful environment for the naughty children.*
* *Motivate the students for their all-round development.*
* *Complete others documentation related works.*
* *To generate OFR for mobilized candidates.*
* *To prepare MIS report for new candidates.*

***KEY RESULT AREA***

***PERSONAL SMART DYNEMIC***

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***PRESONAL INFORMATION***

Father's Name : Vijay Sharma

Nationality : Indian

Date of Birth : 21-05-1995

Gender : Male

Language Known : English, Hindi

Marital Status : Unmarried

Hobbies : Playing Cricket, Novel Reading

Mobile No : 6299915263

Permanent Address : Vill+Post:-Kharasin, P.S:- Karpi Dist:-Arwal

Pin Code- 804419, Bihar.

***DECLARATION***

*I hereby declare that the above information provided above is Correct And true to the best of my knowledge and Belief.*

**Signature**

**Ramnivash Kumar**