**Curriculum Vitae**

* **Mr.Jony Rathor**
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* **(247451)**

**Objective**

**Intend to build a career with leading cooperate of hi- tech environment with committed and dedicated people , which me to explore myself fully and realize my potential willing to work as a key player in the challenging and creative environment**

**Professional Qualification**

**1. Professional degree BCA (Bachelor of Computer Application) from Madhya Pradesh Bhopal,(2015)**

**Academic Qualification**

**Examination/Board School : Intermediate, 12th (Science) From UP Board (2012)**

**Examination/Board School : Matriculation, 10th (Science) From UP Board (2010)**

**Experience**

**1 One & half Year experience in skill development sector in Anand Books international <Pvt> limited (DDU-GKY) as acentre managar in Uttrakhand 2017**

***2 Two Year work in from Manav vikas evam sewa sansthan (DDU-GKY) as a MIS Head 2019***

***3 Six month working in as a Center head from cetpa infotech 2021till date***

**Rolls And Responsibilities**

**Maintain training centre’s as per the norms.**

** Responsible for Student Training, Hostel Discipline, Administration of Centre, Placements Process.**

** Handling a team of People for Student Mobilization, Training, Hostel Administration and Placement.**

** Make sure bio metric device is working & attendance data is saved promptly.**

** Check whether the systems and projectors are working, all software installed for training, seating.**

** Arrangements for 30 - 40 Students for the theory & practical room, basic facilities like drinking**

**water, toilets and floor cleanness are very well maintained.**

** Share the training schedules to trainers on time, maintain trainers attendance & timing register**

** Candidates enrollment & attendance must be done on the portal**

** Find companies for placements, call student mobilizes to assist you in placements, collect all**

**documents related to placements, & company related documents.**

** Follow-up for the payments and vendor management in relation to the centre.**

** Collect all the documents, for attendance, course completion report on daily basis.**

** Attend the meetings at the office or district level or state level.**

** Recruitment of team on project need and motivate them for result-oriented.**

**DECLARATION**

**I hereby declare that the information given above is mentioned true to the best of my knowledge and belief.**

**Date / / Jony rathor**