# **CURRICULUM VITAE**

# **DEEPU RAINA**

# 

# **VPO Lower Gadi Garh**

# **Near Police Post**

# **Jammu (J&K)**

# **Pin Code: 181101**

# **Contact No: 9086-144-334**

# **E-Mail: deepuraina.family@gmail.com**

# **OBJECTIVE**

**Looking for a carrier with challenges, rewards and job satisfaction with the continuous up-gradation of my knowledge, skills and experience in a professional environment for the growth of company and to give significant.**

# **PERSONAL STRENGTH**

* **Can easily work in a group.**
* **Can easily adopt new ideas and trends.**
* **Can easily handle any type of work pressure.**
* **Humble, hardworking, honest and dynamic boy with a strong will power and an attitude to learn and excel.**

# **ACADEMIC AND TECHNICAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| ***STANDARD*** | ***BOARD/UNIVERSITY*** | ***YEAR OF PASSING*** |
| **10th** | **CBSE** | **2004** |
| **Diploma in Computers** | **JK-SBOTE** | **2008** |
| **BSC. IT** | **Punjab Technical University** | **2011** |
| **MCA** | **Punjab Technical University** | **2013** |

**SKILLS**

* + **Having 8+ years of experience in the respective field.**
  + **Able to read and understand the instructions and information presented in writing.**
  + **Ability to communicate ideas and information in speaking.**
  + **Able to understand the problems with program or computer.**
  + **Understand the ideas and information presented through spoken words and sentences.**
  + **Good communication and writing skills.**
  + **Able to work independently and under pressure.**
  + **Able to do other duties as assigned**

# **COMPUTER PROGRAMMING SKILLS**

* ***Operating Systems:*** **Windows 9X, Windows 2000, Windows ME, Windows XP, Windows Vista, Linux, Unix, MS-DOS**
* ***Office Package:* Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express**
* ***Programming Language:* C, C++**

# **OFFICE SUPPORTED SKILLS**

* **Have known with various useful methods of:**
* **Documentation and filing**
* **Knowledge for handling quality photocopy machines and the fax machines**

## **EXPERIENCE DETAILS**

* **Working with Jammu Institute of Ayurveda and Research (JIAR) since August 2018 as an Administrative cum Office Assistant under the Job Profile:-**
* **To deal directly with public as a Public Relation Officer.**
* **Keeping updated records regarding staff and students.**
* **Maintaining duty rosters for the OPD doctors.**
* **Managing filing system, paper work and documents maintenance.**
* **For sorting mails and sending replies within the stipulated period of duration.**
* **Keeping an inventory for the office supplies and ordering new materials.**
* **Worked with National Development Foundation since April 2017 as a PROGRAMME OFFICER under the Job Profile:**
* **Liasioning with the govt. officials.**
* **Run the projects like Child Rights Protection, Child Line, WASH etc. with the help of field staff.**
* **Reports get ready by the stipulated period of time where it covers the monthly report, quarterly report etc.**
* **Worked with American India Foundation (AIF) Dehradun from January 2017 to March 2017 as a CLUSTER COORDINATOR under the profile:**
* **To run the program namely DE (Digital Equalizer).**
* **To run the DE classes and Flip Classes by the use of Software’s like English Helper etc.**
* **Transforming the method of education to Govt. schools by play way method through the use of Information Technology devices like Projector, Computer System, necessary Software’s etc.**
* **Worked with Shree Agencies from November 2012 to December 2016 as COMPUTER OPERATOR under the Job Profile:**
* **Maintaining the overall Accounts like Sale, Purchase, Stock etc.**
* **Documents financial transactions by entering account information.**
* **Overall maintaining financial reports, records, and general ledgers, prepare and analyze budgets, and perform general book keeping.**

## **HOBBIES**

* **Socializing with friends**
* **Enjoy Travelling**
* **Listening to Music**

## **PERSONAL DETAILS**

**Name Deepu Raina**

**Father's Name Sh. M L Raina**

**Date of Birth 17-12-1987**

**Nationality Indian**

**Marital Status Single**

**Languages Known English, Hindi, Dogri**

**I, Deepu Raina, hereby declare that the above given information is true to the best of my knowledge.**

## **Date:**

**Place: Jammu (Deepu Raina)**