SHARIK RAHMAN



Contact Information
The ICFAI University Jharkhand
Plot No.2065,Simalia,
Near-Daladali Chowk ,
Ring Road, Ranchi PIN – 835222

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Professional Summary: With more than eighteen years of diverse experience in Management, Administration, and Examination, I have honed the qualities of a seasoned professional. I possess excellent communication skills, a deep academic interest, a readiness to embrace positive changes, and a comprehensive understanding of both organizational dynamics and personal growth.

Career Objective: I am seeking a position in a reputable organization where I can develop my career while contributing to the achievement of the organizational goals.

Experience: (Total 18 Years)

Organization: ICFAI University Jharkhand — May 2011 – Present — 14 Years

Position: Sr. Administrative Executive
Examination Department (2017 – Till Date)
University Administration (2013- 2017)
Part of Admission Team (2011-2013)

Organization: Everonn Education Limited — Feb 2006 – April 2011 — 5 Years

Position: District Manager
(Under the office of the District Superintendent of Education, Ranchi)

Qualification: MBA in HR (from Sikkim Manipal University)

- **Examination Department at ICFAI University, Jharkhand (2017 – Present)**

Role & Responsibilities:

– Regularly perform

- **Conduct of Examination**
- Assist in planning and preparing of Date Sheet, Room Plan, Seat Plan of Mid Semester and End Semester Examination.
- Assist to get the Date Sheet signed by respected authorities notify it.
- Preparation of stationary requirement needed in each exam get it approved.
- Preparing formatting and printing of Admit card of all the examinee, handed over to the respective coordinator for distribution.
- Preparation of Question Bank for keeping the records properly.
- Preparation of Tabulation Sheets.

- Assist to notify to all the faculties for exam asking to send their respective Qps. in prescribed format.
- Printing the question paper, arranging of copies, questions along with all credential (Attendance Roster, Seat Plan, Room Plan etc.) as per exam/Room/Students wise.
- Issued the Question paper, answer sheets to the Invigilator room/seat wise in each sitting of exam and receive the same after exam with proper record keeping.
- Preparing and printing of Issue Receipt Invigilation and Evaluation records.
- Issuing and Receiving Answer sheets, before start of Exam and after Completion of exam (During Exam Period)
- Issuing the Answer sheets, (After Exam for Evaluation) with tabulation Sheets.
- Receiving the evaluated answer sheets with tabulation sheets
- Preparing and formatting result format.
- Tabulate the marks by entry the marks in result file and there cross check
- Prepare and processing the Result by Formula for getting GPA & CGPA of each individual student.
- Get the All result printed in proper format, get it signed by all assigned signatories, scan and Xerox the results, provide the results to the HoDs/Coordinators to declare it to the students.
- Preparation of Requisition for Grade sheet printing of all passing out students.
- Preparation of Requisition for Degree and Transcripts printing of all passing out students.
- Assist in Requisition for grade sheets, final Degree and Transcript from HQ.
- Maintaining and record keeping of the individual files of the Results of all batches/program.

Proper filling the Grade sheets, Degrees & Transcripts came from HQ.

Frequently perform

- **After Exam conduct**
  - Distributed the Grade sheets to respective coordinator for distributed it to the students.
  - Making the Scholarship Documents and toppers list after every End semester exam.
  - Preparation of NC List of the students who have not passed exam
  - Preparation and conduction the Supplementary/Makeup Exam.
  - Get the students Copies evaluated from respective faculties and then tabulated marks in Results.
  - Prepare the Supple Results, get it printed, signed by authorities and declare the results.
  - Preparation the Requisition documents of migration after fee clearance, send the documents to HQ asking for get the Migration certificate printed applied by the student and send it to us.
  - Preparation of Provisional Certificate for the Student asked for Study Loan etc. until getting their Grade sheet.

- **An ERP System (SIMS and SIS Record management) :**

  working for the implantation of the university ERP system SIS (Student Information System).
  - Mapping of courses, Faculty, faculty allocation, Students record Registration, Semester Calendar, Evaluated Marks and Results etc.
- **Swaadhyay (An E-Learning System) :** the On-line learning and Management System during the COVID-19 lockdown and after COVID for continuity of the university activities and On-line activities.
  - Mapping of Class Routine of all Program/Courses for class conduction by faculties and student's attendance.

Occasionally perform

❖ **Preparation for Convocation**

- Listing the students registered for Convocation
- Arranged the students Degree as per the list in Convocation
- Prepare the students list for registration in Convocation and provide it to the respective authority assigned the job in the center.

❖ **Other Reports**

- Preparation of ad-hock MIS report as and whenever required by VC, Registrar ad administration.

Storing the evaluated answer scripts in proper order in examination store.

Directly responsible

- Preparing formatting and printing of Admit card of all the examinee, handed over to the respective coordinator for distribution.
- Preparation of Question Bank for keeping the records properly.
- Preparation of Tabulation Sheets.
- Printing the question paper, arranging of copies, questions along with all credential (Attendance Roster, Seat Plan Room Plan etc.) as per exam/Room/Students wise.
- Issued the Question paper, answer sheets to the Invigilator room/seat wise in each sitting of exam and receive the same after exam with proper record keeping.
- Preparing and printing of Issue Receipt Invigilation and Evaluation records.
- Issuing and Receiving Answer sheets, before start of Exam and after Completion of exam (During Exam Period)
- Issuing the Answer sheets, (After Exam for Evaluation) with tabulation Sheets.
- Receiving the evaluated answer sheets with tabulation sheets.
- Get the All result printed in proper format, get it signed by all assigned signatories, scan and Xerox the results, provide the results to the HoDs/Coordinators to declare it to the students.
- Maintaining and record keeping of the individual files of the Results of all batches/program.
- Proper filling the Grade sheets came from HQ,
- Distributed the Grade sheets to respective coordinator for distributed it to the students.

Preparation the Requisition documents of migration after fee clearance, send the documents to HQ asking for get the Migration certificate printed applied by the student and send it to us.

Secondary responsibility

- Assist in planning and preparing of Date Sheet, Room Plan, Seat Plan of Mid Semester and End Semester Examination.
- Assist to get the Date Sheet signed by respected authorities notify it.
- Tabulate the marks by entry the marks in result file and there cross check, and prepare and processing the Result.

Making the Scholarship Documents and toppers list after every End semester exam.

Additional responsibility if any

- Listing the students registered for Convocation
- Arranged the students Degree as per the list in Convocation
- Prepare the students list for registration in Convocation and provide it to the respective authority assigned the job in the center.

Preparation of ad-hock MIS report as and whenever required by VC, Registrar and administration.

- **Administration at ICFAI University, Jharkhand (2013 to 2017)**

Role & Responsibilities:

- Purchasing of Office Stationaries, Housekeeping materials for University campus. Manage office supplies and equipment, including ordering and restocking.
- Taken care of Administrative Stocks. Distributed them as per requirement with proper record keeping.
- Housekeeping and Security Staff management: allotted them there duties with proper checking of cleanliness of class rooms, VC, Registrar, faculty Rooms and entire building as well as security staffs proper duty on specified places. Taken care their attendance. Process their attendance to the accounts at the end of the month for salary.
- Coordinated events, meetings, and conferences. Arrangement of Meeting Board of Governors, Board of Management, Academic Council etc. with proper administrative Support.
- Vendor Management: collecting the quotations from different vendors in sealed Envelope, prepare their comparative chart and place them to the committee for finalization. Liaising with vendors (Elevators, AC, Lights, Fans, Generators, Furniture and Fixture, Transportation etc.) for proper services on time.
- Travel & Accommodation: Arrangement of Cab, Accommodation for the visitors came time to time to attend the meeting seminars across India and abroad.
- Preparing the Reports for processing the bills of (Electricity, Housekeeping Staffs, Security Staffs, and Cab etc.)
- Collecting and verifying the Students credential and supporting documents at the time of student's admission.
- Preparing the Student's Database.
- Generating Student's University ID as per rule prescribed than Issue them University ID Card.
- Taken care of Bus services their Routes with time avail by the students.
- Keeping of all files (Employees files, vendor's files, meeting's files) of Registrar office in proper order.
- Managing daily operations, overseeing staff, maintaining records, and ensuring compliance with policies.
- Preparation of different types of reports time to time as per university's requirement.
- Taken care of Attendance, Leave of employees.
- Preparing Reports of Attendance and Leave record of Employees in prescribed format, get it signed by competent authority, scan the reports with supporting documents, send it to Head Quarter (soft copy by mail & Hard copy by courier) for processing the salary

- **Other Jobs at ICFAI University, Jharkhand**
  - I was able to get the refund of more than Rupees. 11 Lakhs of Non judicial Stamp paper from Govt. Of Jharkhand which was kept idle.
  - I was instrumental in shifted Our Campus from two different Location Ashok Nagar Ranchi and Harmu Ranchi to Daladali campus Ranchi by dismantling the all parts and then got them assembled in order in new location in Limited time frame.

- **District Manager at Everonn Education Limited (2006 to 2011)**

Role & Responsibilities:

- Overall monitoring of operation providing Computer Education to the Govt. School Schools of Ranchi and Khunti District of Class VI VII and VIII Student on the basis of Sarva Sikchha Abhiyan.
- Installation of Computer System with battery for backup, Internet connected with jio wireless landline and Generator for Class VI VII and VIII students.
- Appointed the teachers to teach computer education in assigned Schools.
- Conducted training to appointed teachers.
- Weekly visit to each assigned school to review the progress of Students Computer Education. short out the issue (If any) in running the computer system.
- Preparation of MIS Report and Liaising with government officials, monthly review with senior management.
- Conduction of training for govt. teaches twice in a year.
- Preparing the monthly report, reviewed it get it signed by Zonal Manager (Project).
- Final submission of monthly Progress Report of Students Performance to DSE (Department of School Education) Government of Jharkhand once in a month.

- **Project Co-Ordinator at SIRD Ranchi Everonn Education Limited (2006 to 2011)**
  - Monitoring the operations,
  - Recruited the teachers to teach computer education to the BPO (Block Program Officer).
  - Conducted training to appointed teachers.
  - Weekly visit to each assigned school to review the progress of Students Computer Education.

Appreciations and Awards

- Get Appreciation from the Vice-Chancellor and the Registrar of The ICFAI University Jharkhand for recovering Rs. 11 lakhs non-judicial stamp paper from Government of Jharkhand.

- Get Appreciation and Reward from the Vice-Chancellor, The ICFAI University Jharkhand for my contributions during shifting of the university campus to Daladali from its old location.

Personal Details

- **Date of Birth:** **5th March 1982**
- **Adhar No:** **888972051764**
- **PAN No:** **AUNPR3093D**
- **Passport No:** **AA920205**
- Fathers' Name: Late Shafiqur Rahman
- Mothers' Name: Mrs. Masuda khanam
- Material Status: Married, Wife Name: Mrs. Rakhshan Juhi
- Hobby: Playing Cricket, Books Reading
- Strength: Sincere, Honest, committed to completing assigned tasks
- Weakness: Sentimental
- Permanent Address

  Sharik Rahman,
  Vill & PO: Gazwa,
  PS: Partappur
  Dist: Chatra,
  Jharkhnad, PIN 825404