

Mr. Ravi Kumar Singh

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PERSONAL SUMMARY: -

Currently working with **ICFAI University, Jharkhand** as Assistant Examinations in the Examinations Department.

WORK EXPERIENCE: -

Designation: Assistant Examinations

Department: Examinations Department

February 2024 – Till date.

ROLES & RESPONSIBILITY WITH ‘’ICFAI UNIVERSITY, JHARKHAND.’’

- Organizes and coordinates for the examination under the direction of the immediate supervisor.
- Ensures method of evaluation specifications is submitted and that related regulations are respected.
- Prepares draft of offline examination venue (seating arrangement).
- Distributes schedules to faculties and departments.
- Resolves schedule conflicts
- Coordinates the storage and delivery of examination papers at respective centre.

- Verifies results to ensure instructions have been followed
- Ensures security measures are in place and maintained.
- Liaises between faculties and students. Resolves problems. Makes recommendations to improve examination process.
- Coordinates and authorizes room booking for exam purposes. Schedules and administers special needs if any during examinations.
- Uses variety of equipment such as a personal computer, photocopier, fax machine, and other standard office equipment.
- To be present on days the school is declaring the results and to attend queries from students
- To be present on all important dates as per the examination calendar released
- To assist in the supervision and management of a team of external exam invigilators and report to the immediate supervisor on daily basis after the end of each session.
- Must be aware of all updated & previous examination rules applicable to different batches and rightly communicate to the students.
- To assist in online examination conduction as per requirement.

ADDITIONAL DUTIES CARRIED OUT WITH ICFAI UNIVERSITY, JHARKHAND:

- Working on NAD Digilocker.
- Maintaining the Files for the VC Office Related to Examinations.
- Monthly report to Registrar regarding Student's Attendance on ERP (Swaadhyay Portal).

2.) Over 4 years and 2 months of Experience designated as Executive Examinations in **Amity University Jharkhand, Ranchi.**

WORK EXPERIENCE: -

Designation: Executive Examinations

Department: Examination Department

February 2018 – March 2022

ROLES & RESPONSIBILITY WITH ''AMITY UNIVERSITY JHARKHAND (AUJ)''.

- Responsibility to conduct all examinations in AUJ Campus - I, II & III.
- To manage all day-to-day tasks of the Examination Cell.
- All ERP (Amizone) updates with respect to Examinations.
- coordinate with faculty Members for the Collection of End Sem QPS and Moderation of the same.
- Responsibility for the safe custody of QP during End Sem, Mid Sem, and Supplementary Examinations.
- Preparation of Seat Plan, Attendance Sheet, Examinations Schedule for Mid Sem, End Sem and Supplementary Exams. Prepared different Seat Plan for common course during End Sem Exam that was implemented for the first time at AUJ.
- Worked Late night to compile all OMR P3 and P4 Data to meet deadline so that End Sem result are published on time.

- Compilation of SGPA, CGPA and Backlog Report and all other Examination related reports as per the requirement of the Management.
- Prepared Case Study for specific students as per their case.
- Handled Rechecking and compile reports on the same.
- To coordinate with HO for all exam related tasks as and when required.
- Proper maintenance of OMR Answer Sheets Sheets and Stationaries.
- Parallel processing of OMR Answer Sheets Evaluation, OMR Part 3 & Part 4 Read and Preparation of Reports on daily basis during End Sem Exam.
- Proper File Maintenance of Exam Related Data and Reports.
- To dispatch all Exam Related Documents to HO as when required.
- Proper Storage and marking of used OMR Answer Sheets for future reference.
- Using ERP - TCS Ion & Amizone for Examination Data Import and Export (moreover preparation of all Pre & Post Examination duties).
- Responsibility for Examination Stock and Audit, as per the Examination.
- Verify & Distribute ESE Admit Card, Grade card and Degree to Students with Proper record file.

ADDITIONAL DUTIES/TASKS ASSIGNED AND CARRIED OUT:

- Compiled all Events Report carried out by AUJ under short notice to be send to HO.
- Coordinated with Admin Dept, Accounts Dept and Academics Coordinators whenever required.
- Coordination with all Faculty members whenever required.
- Preparation of EOS Report during ESE Examinations.
- Maintenance of the DATA file of the Director's Office (Softcopy & Hardcopy).

3.) Over 3 year and 3 month of experience designated as Educational Counsellor in **G7CR Technology India Pvt Ltd, Bangalore.** having excellent process knowledge of **Sikkim Manipal University, Bangalore** all Admission procedure and systems.

WORK EXPERIENCE: -

Designation: Education Counselling Associate

Department: Admission Department.

October 2014 – December 2017

ROLES & RESPONSIBILITY WITH G7CR TECHNOLOGY INDIA PVT LTD (SMU):-

- Counselling.
- Provided on-going support to the Business unit and worked with the management team to raise standards of knowledge and best practice through encouragement of new ideas and support of change initiatives.
- Performed Month End Closing and Year end close.
- Customer Engagement and support
- Follow up the enquires.
- Single point of Contact for the process issues.
- Perform monthly reviews.
- Lost Customer analysis.
- Course end Feedback from customers.
- Reminder for Payments.
- Sending reminders to customers for documents.
- Maintained responsibility for managing the productivity log and daily reporting to the Team-Leader/Process Manager. Handling Regional Central mailbox (Keep your close eye on the Regional Central mailbox for 24X7 hours; acknowledge the receipt of each mail, forward the mail to respective mailbox, request him/her to respond & take necessary action in accordance with the e-mail content)

ACHIVEMENTS:-

- Sports: National Game, C.B.S.E & Mahatma Hansraj Aryan Tournament in Table Tennis.
- Member of Cost Optimization Committee in the organization in G7cr.
- Appreciation from the Office of the Vice Chancellor and Office of the Controller of examinations for Excellence work in ESE Examinations by official email.

KEY SKILLS AND COMPETENCIES: -

- Proven ability to manage through others.
- Strong decision-making and problem-solving skills.
- Able to motivate and lead others in a team environment.
- Track record of delivering results within deadlines.

ACADEMIC QUALIFICATIONS: -

- MBA Working Professional – (Pursuing) [2025-2027]
- Graduation: B.B.M – Acharya Bangalore B School, (Bangalore University) [2014]
- Intermediate: (Commerce) – International Public School, (C.B.S.E) [2010]
- Matric: D.A.V Public School Gandhi Nagar, (C.B.S.E) [2008]

Certified in: -

* **Management Information System (MIS)** by Manipal Prolearn (MIS), (2018)
* **Microsoft® Advance Excel** 2013 and 2016 by Simplilearn, (2017)
* **Microsoft® Excel 2013 Intermediate** by Simplilearn, (2017)
* **Business Plan for budding entrepreneurs and practical** from Acharya Bangalore B School

PERSONAL DETAILS: -

- Date of Birth: 28th October 1990
- Languages Known: English, Hindi, Kannada.
- Marital Status: Married.
- Father Occupation: Retired from Coal India
- Mother: Housewife
- Spouse: PhD in Psychology (Pursuing)
- Child: Student of Nursery Class.

PERMANENT ADDRESS: -

Ravi Kumar Singh
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Opposite to CCL Training Centre main gate,
Private Building, Kanke Road, Ranchi, Jharkhand, India. Pin code – 834008.