RESUME

❖ Personal Details

Name: - Ashish Kumar Verma

Email: - ashish.sangadia@gmail.com Contact No: - 6350583102

Date of Birth: - 18/10/1995

Address: - Village – Post –Tholai, Tehsil – Jamwa Ramgarh, District – Jaipur (Raj.)

❖ Objective

To have a dynamic carrier, that gives me a chance to grow economically and psychologically by exercising my knowledge and abilities in the best in interest in the ever – changing Corporate scenario.

❖ Education & Qualifications

S. No.	Class / Degree	School / University	Percentage	Year
1	10th	Chetna Public Sr. Sec. School, Tholai	53.50	2010
2	12th	Govt. Sr. Sec. School, Janwa Ramgarh	62.20	2013
3	BCA	Monad University, Hapur (U.P.)	66.00	2018

❖ Work & Experience

1. **Work as an Office Assistant at STUDIO HA, Jaipur**
   From: - 12-05-2025 to Till Date

Work Responsibilities:

- Housekeeping & Facility Management
- Contracts & Vendor Management
- Documentation & Reporting
- Maintain Inventory Grocery & Stationary Record

2. **Work as an Office Assistant (Examination Cell) at NIRWAN University, Jaipur**
   From: - 05-12-2022 to 08-02-2025

Work Responsibilities:

- Document Handling & Record Maintenance
- Prepare a question paper format for moderation.
- Assisted with paper moderation and the development of remuneration policies.
- Exam Schedule Coordination & Sitting Arrangement.
- Prepare examination data for online and offline modes.
- Printing & Stationery Management
- Pre-Examination Duties
- During Examination Support
- Post-Examination Work

3. **Work as an Office Assistant (Examination Cell) at NIMS University, Jaipur**
   From: - 01-06-2020 to 30-11-2022

   Work Responsibilities:

- Document Handling & Record Maintenance
- Exam Schedule Coordination
- Pre-Examination Duties
  - Support in issuing admits cards/hall tickets.
  - Help with student verification and eligibility checks.
  - Pack and seal question papers securely.
- During Examination Support
  - Assist in invigilation arrangements.
  - Provide support for handling malpractices or emergencies.
  - Help with student attendance and seating arrangements.
- Post-Examination Work
  - Receive, sort, and dispatch answer sheets for evaluation.
  - Enter marks into the ERP system or maintain tabulation results.
  - Assist in publishing results
  - Prepare Mark sheet, Provisional, Migration & Transcript.

4. **Work as an Office Assistant (Examination Cell) at JECRC University, Jaipur**
   From: - 01-04-2018 to 30-04-2020

   Work Responsibilities:

- Document Handling & Record Maintenance
- Exam Schedule Coordination & Sitting Arrangement
- Printing & Stationery Management
- Pre-Examination Duties
  - Support in issuing admits cards/hall tickets.
  - Help with student verification and eligibility checks.
  - Pack and seal question papers securely.
- During Examination Support
  - Assist in invigilation arrangements.
  - Provide support for handling malpractices or emergencies.
  - Help with student attendance and seating arrangements.
- Post-Examination Work
  - Receive, sort, and dispatch answer sheets for evaluation.
  - Enter marks into the ERP system or maintain tabulation results.
  - Assist in publishing results
  - Prepare Mark sheet, Provisional, Migration & Transcript.

Ashish Kumar Verma