Abhijeet Singh

Flat No. 101, Staff Residence, IIM Bodh Gaya
Bodhgaya, Gaya, Bihar – 824234, India

Mobile: 9612857424 | Email: abhijeet0001@gmail.com



Date of Birth: 06 November 1986 | Nationality: Indian

Career Objective

Experienced academic administrator with over 14 years in higher education institutions, combining administrative, technical, and strategic expertise. Seeking the position of Assistant Registrar at IIIT Dharwad to contribute to institutional development, governance, and digital transformation initiatives.

Educational Qualifications

M.Sc. Information Technology
Gauhati University, Assam – 2010 | CGPA: 7.9

BCA (Bachelor of Computer Applications)
Rajiv Gandhi University, Arunachal Pradesh – 2008 | 78.82%

12th (Science Stream)
HRBD College, BIEC – 2004 | 46%

10th (CBSE)
Devasthaly Vidyapeeth – 2001 | 57.6%

Professional Experience

Assistant Administrative Officer (Admin)
Indian Institute of Management Bodh Gaya
Apr 2022 – Present
- Executive Assistant to the Director
- Nodal Officer for RTI, AISHE, ARIIA, NAD (DigiLocker)
- Member: IT Committee, Tender Evaluation Committee
- Policy implementation, ERP development, data reporting

Office Assistant
Indian Institute of Management Bodh Gaya
Feb 2019 – Apr 2022

- Administrative coordination across departments
- Document handling, scheduling, faculty support

Technical Assistant
Indira Gandhi National Tribal University
Apr 2018 – Feb 2019
- Departmental IT support, database management
- Scholarship and Computer Centre operations

Computer cum Technical Assistant
Central University of South Bihar
Mar 2017 – Mar 2018
- Coordinator for PMMMNMTT leadership and training programs
- Managed training for VCs, Deans, senior faculty
- Handled filing systems and IT administration

Project Manager (e-Governance)
AP Infosys (Govt. of Arunachal Pradesh Projects)
Jul 2013 – Mar 2017
- Led implementation of SSMSAP, CCEAP, DSEAP portals
- Designed LAN infrastructure for Directorate of School Education

Programmer Analyst
Directorate of School Education, Govt. of Arunachal Pradesh
Jun 2010 – Jul 2013
- Managed web and network infrastructure
- System development and reporting tools

Professional Skills

- Office Administration & Governance
- IT Systems & ERP Coordination
- Faculty Development Program Management
- Documentation, Reporting & Compliance
- e-Governance Implementation
- Communication & Interdepartmental Liaison

Certifications

- FCP – Google Cloud Security 7.6 Administrator – Fortinet (2025)
- FCP – FortiGate 7.6/7.4 Administrator & Operator – Fortinet
- Digital Security Fundamentals – SkillUp (2025)
- CCNA Network Fundamentals – SkillUp (2025)
- Computer Network Management – IIT Kharagpur

Awards & Recognition

- Two Gold Medals – Highest percentage in University
- Performance Excellence Award (Twice) – IIM Bodh Gaya

Languages Known

Hindi, English, Bhojpuri (Read/Write/Speak)
Assamese (Speak only)

References

Dr. Nrapendra Vir Singh
Assistant Professor, Central University of South Bihar
Email: nrapendra@cusb.ac.in | Mobile: 9336174142

Dr. Kh. Robindro Singh
Assistant Professor, Manipur University
Email: rbindkmchm@gmail.com | Mobile: 9485044453