

CURRICULUM VITAE

01.	Name	:	Vikram Singh Rathore.
02.	Father's Name	:	Mahendra Singh Rathore.
03.	Date of Birth	:	01 Sep 1984.
04.	Nationality/Religion	:	Indian / Hindu.
05.	Languages Knows	:	Hindi, English & Rajasthani.
06.	Previous Employed	:	Indian Army (Office Superintendent).
07.	Present Designation	:	Estate Officer.
08.	Date of Retirement	:	01 Dec 2019.
09.	Reason for Retirement	:	As per army rule 13 (3) III (iv).
10.	Total Service Experience	:	20 Years 02 Months.

(a) Indian Army - 30 Jul 2003 – 30 Nov 2019.

(b) Army Public - 03 Mar 20 to 30 Nov 22.
School Jaipur.

(c) Vidya Niketan Birla Public School
01 Dec 2022 to 31 Mar 2023.

(d) Mayo College Girls' School – 01 Apr 2023
Ajmer to till date.

11.	Permanent Address	:	VPO – Dodiyana, Tehsil – Riya Bari, Dist - Nagaur Rajasthan – 341031.
12.	Present Address	:	Plot No 86, Maruti Marg, near EL Wood School, Hanuman Nagar Vistar, Kanakpura, Jaipur Dist - Jaipur (Rajasthan) - 302012
13.	E-Mail & Mob No	:	anshuvsr@gmail.com **8619392753**
14.	Details of NOK with profession	:	Mrs Sheela Kanwar (Home maker).

15. Details of Children : (a) Uday Pratap Singh Rathore - Male 16 Years. (Studying in class XIIth)

(b) Naman Singh Rathore – Male 14 Years (Studying in class Xth)

16. Medical Category : **SHAPE -1** fit for civil employment. (as per discharge book para 41 & 42 page 7)

17. Character : **EXEMPLARY**. (as per discharge book para 15 of page 2)

18. Academic Qualification : (a) Graduate with sociology and history.
(b) Post Graduation in (Sociology).
(c) B.Ed.
(d) PGDCA (IT).

19. **Computer Knowledge**.

(a)	Diploma/ courses in computer		Name of Course : **Certificate Course in PC Hardware** Institute : **M Tech (Mahindra Tech)** Grading : **Distinction** Name of Course : **Diploma in Information Technology**. Institute : **CMC Academy** (CMC Ltd A TATA Enterprise) Grading : **A** Name of Course : **Office Automation Programme** Institute : SETWIN (Society for Employment Promotion and Training in twin cities) Grading : **Passed in First division 63%**. Name of Course : **RS CIT** Institute : Vardhman Mahaveer Open University (VMOU) on behalf of Rajasthan Knowledge Corporation Ltd (RKCL). Grading : **Passed in First division 92%**. Name of Course : **PGDCA (IT)** Institute : William Carey University Grading : **Passed, Grade C+.** All certificates to be produced when asked)
(b)	Experience on working on computer details	:	Well knowledge of MS Office (MS Word, MS Excel, MS Power Point etc), e-commerce software. Adequate knowledge of Cyber security. Adequate knowledge of networking and server.
(c)	Knowledge of Computer Hardware	:	I have adequate knowledge of computer hardware.

Career Objective. By virtue of an extensive experience of more than two decades in Technical, Administration, Estate, Man Management, Liaison, Public Relations, Security and Intelligence in Armed Forces and as well as in civil organisations, it's my endeavor to achieve the stated objectives and tasks by working in a challenging environment.

20. Nature of duties/ Experiences gained on board of Indian Army Establishment

(a) **Details of Professional Experience**. Served onboard of Indian Artillery regiment, Artillery Records, Integrated Headquarters of Ministry of defence and Brigade Headquarters. My responsibility regular maintenance and kept with security measures of all documents and records. Detail of duties / experiences are as under :-

Ser No	Experience as Clerk (Exact Dates to be Indicated)		Institution / Establishment / Organisation	Designation held	Total Experience in years
	From	To			
(i)	30.07.03	07.08.07	141 Fd Regt (KARGIL)	**Company Accountant**. Dealing with all types of coy accounts like JCOs Mess Account, CSD Account, all welfare schemes of troops like maintain of individuals running ledger account, publication of Part II Order, Documentation, all administrative correspondence with higher headquarter & maintenance of computers follows cyber security.	04 Years
(ii)	08.08.07	14.09.10	Artillery Records	**Pensioners Welfare Desk**. Dealing with all types of welfare related to pensioners i.e issue of last pay certificate, updation of sheet roll, issue of discharge book.	03 Years
(iii)	15.09.10	04.07.12	141 Fd Regt (KARGIL)	**Training Incharge**. Handling of all correspondence of training related to unit & troops as well as conducting of promotion cadres of troops.	02 Years
(iv)	05.07.12	05.04.16	Directorate General of Information System (DDG IT) IHQ of MoD (Army), New Delhi	**Procurement Project Incharge**. Dealing with procurement of IT Hardware, Software alongwith integrated projects through e-procurement for twenty directorates of Indian Army. **Personnel Assistant. Appointed as PA to DDG IT during the posting period.**	03 Years 08 months

Ser No	Experience as Clerk (Exact Dates to be Indicated)		Institution / Establishment / Organisation	Designation held	Total Experience in years
	From	To			
(v)	06.04.16	30.05.19	141 Med Regt (KARGIL)	**Administration Branch Incharge**. Dealing of all Officers Documentation posted with organisation. Administrative correspondence with higher headquarter. Accountant. Dealing with Public Fund alongwith working on GeM (Government e-marketing).	03 years
(vi)	01.06.19	30.11.19	402(I) Artillery Brigade	**CHT (Convoy Hiring Transport) Account Incharge**. Dealing with CHT Account of units under Brigade headquarters.	06 Months
(vii)	03.03.20	30.11.22	Army Public School, Jaipur	**Admission and fees Incharge** Responsible for admissions from class I to XII, fee collection and maintaining database Of all students of APS Jaipur in digicamps software	02 Year and 10 months
(viii)	01.12.22	31.03.23	Vidya Niketan Birla Public School, Pilani	**Hostel Superintendent** Responsible for caring and maintenance work of boys Hostel.	04 Months
(ix)	05.04.23	Till date	Mayo College Girls' School, Ajmer	**Estate Officer** Responsible for overall administrative and estate of the campus.	02 Years
			Total Service in Years		**21 Years 02 Months**

(b) Administration.

(i) Managing / Supervising combatant persons including civilian technical/ non technical staff in units and establishment.

(ii) Managing of all personal documents of superior officers under command.

(iii) Properly maintenance of cyber security instructions.

(iv) Managing of all administrative correspondence delt with higher headquarters.

(v) Processing of tendering documents for smooth administrative functions.

(vi) Adept in handling medial level man management, general administration, execution of policies and procedures.

(vii) Planning of routine on Main equipment / systems, Technical documentation and other related work.

(viii) Managing of **e-commerce** projects.

(ix) Imparting training for new recruits/ subordinates and promotion of discipline among them.

(x) Accomplished in managing time, office activities and maintenance of attendance and leave records necessary for processing payrolls of employees.

(xi) Scrutiny of the returns received from various departments & compiling of the returns for onward despatch to higher Headquarters through Commanding Officer within the stipulated time frame.

(c) **Liaison / Coordination**.

(i) Managed the coordination between the various departments for finalisation of detailed tasks as per the service levels.

(ii) Ensured internal cohesion in the organisation by maintaining a clear communication between the various levels.

(d) **Motivation & Team Player**.

(i) Strong communication, collaboration and team building skills with proficiency of grasping new technical concepts quickly utilize the same in productive manner.

(ii) Strongly motivated to achieve higher expectations to turns competitive impulses into the most constructive channels for meeting organizational goals.

(iii) Indoctrinated to have a high sense of commitment and strives for the achievement of excellence.

21. **Awards**.

(i) Certificate in Professional Excellence by Directorate General of Information Systems.

(ii) Senya Seva Medal with claps SURA.

(iii) Long service medal.

(iv) High Altitude medal (Leh).

22. Driving Experience : Two & Four-wheeler with license.

23. **Declaration**. I hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief.

Sd-x-x-x
(Ex MACPS NB SUB
Vikram Singh Rathore)

Date : May 2025