Curriculum-Vitae

Bajrang Lal Choudhary

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PERSONAL PROFILE

Gender	**:** Male
Date of Birth	**:** 20.06.1991
Address	**:** 14, Mukhya Gram Kishorpura, Post- Panwaliya, Tehsil- Sanganer, District- Jaipur (Rajasthan) - 303 904 (INDIA)
Marital Status	**:** Married
Strength	: Ambitious, Confident, Dynamic, Enthusiastic and Result Oriented
Language Known	: Hindi & English

CAREER OBJECTIVE

Seeking work to utilise my skills and abilities in an organisation that offers professional growth while being resourceful, innovative and flexible. At the same time, contributing to achieving the objectives of the organization.

KEY SKILLS

- Good Communication and Interpersonal Skills
- Punctual, Hardworking and Team Builder
- Exemplary Planning and Time Management Skills
- Ability to Multitasking and Prioritize Daily Workload
- Discretion and Confidentiality of the Work

COMPUTER PROFICIENCY

- Good Command in MS Office (Word, Excel and Power-Point)
- Good Command in Google Tools / Applications (Drive, Sheets, Docs, Form, Site etc.)
- Good Command in Internet Access
- Conversant with Windows Operating System

EDUCATIONAL QUALIFICATIONS

Degree / Diploma / Certificate	University / Institute	Year of Passing	Percentage / Grade
M.A. in Yoga and Science of Living	Jain Vishva Bharati Institute (Deemed University), Ladnun	2021	76.30%
PG Diploma in Yoga Science	Vardhman Mahaveer Open University, Kota	2019	58.00%
Bachelor of Arts	University of Rajasthan, Jaipur	2017	38.11%
Senior Secondary	Board of Secondary Education, Rajasthan	2010	63.23%
Secondary	Board of Secondary Education, Rajasthan	2008	57.50%

Other Qualifications			
International Yoga Teacher Training Course (200 Hours Programme)	Yogasthali, Yoga Society, Jaipur (Yoga Alliance)	2021	--
Diploma in Office Administration Skills	Bhartiya Skill Development University, Jaipur	2020	CGPA- 9.13
Certificate in Yoga	SWAYAM (Course Offered by Punjabi University, Patiala)	2018	57.00%
Certificate in Yoga	Vardhman Mahaveer Open University, Kota	2017	67.67%
Diploma in Library & Information Science	Vardhman Mahaveer Open University, Kota	2014	50.00%
Rajasthan State Certificate in Information Technology (RS-CIT)	Vardhman Mahaveer Open University, Kota	2012	62.00%
BASIC and Internet	Adarsh Computers, Sanganer, Jaipur	2011	Grade- A

EXPERIENCE (Total: 12 Years)

Organization	Designation	Department	From	To
Bhartiya Skill Development University, Jaipur	Administrative Officer	Administrative Department	01.04.2024	**Pursuing**
	Administrative Executive	Administrative Department	15.09.2023	31.03.2024
	Executive Admissions	Admission Department	01.11.2022	14.09.2023
Manipal Institute of Technology, Manipal (*MIT, Manipal – A constituent unit of MAHE, Manipal*)	Admin Assistant	Quality Assurance Office	18.04.2022	06.08.2022
Bhartiya Skill Development University, Jaipur	PA to CoE (Personal Assistant to Controller of Examinations)	Examination Cell	21.12.2017	12.04.2022
Rajdhani Engineering College, Jaipur	Library Assistant	Library	01.08.2012	20.12.2017

MEMBERSHIP

- Membership (Lifetime) of Rajasthan Technical Library Association (RTLA), since 04th March, 2017.

PARTICIPATION IN DIFFERENT PROGRAMS:

- Participated in **"Inner Engineering"** (Inner Engineering Completion Online Programme with Sadhguru) the transmission of Shambhavi Mahamudra Kriya, a powerful and purifying 21-minute energy technique which incorporates the breath, along with rejuvenating and invigorating preparatory asanas through online mode and organised by

Sadhguru Jaggi Vasudev (Founder of Isha Foundation, Coimbatore, Tamil Nadu) on 04th, 05th and 10th January, 2021.

- Participated in **"Yoga Session"** of Angamardana designed by Sadhguru Jaggi Vasudev (Founder of Isha Foundation, Coimbatore, Tamil Nadu) an ancient Classical Hatha Yoga in Sri Yoga Studio, Jaipur from 10th to 13th December, 2020.
- Attended webinar on **"How to find health-work-life balance amid pandemic",** organised by Pehla Sukh, India.
- Attended webinar on **"Leadership Talk"** with Mr. Shridhar Venkat, CEO (Akshay Patra Foundation) by MHRD's Innovation Cell, on 20th June 2020.
- Attended webinar on **"Leadership Webinar Series Education for Gen Z",** organised by Manipal University, Jaipur 06th June, 2020.
- Attended webinar on **'How to Avoid Plagiarism Using-URKUND as a Plagiarism Tool',** organised by e-Galactic in association with Post Graduate Government College for Girls-42, Chandigarh & Birla Institute of Management Technology, Greater Noida on 02nd May, 2020.
- Participated in National Workshop on **"Yoga and Alternative Therapies"** organised by the Department of Yoga and Health Education, Vardhman Mahaveer Open University, Kota on 04th May, 2019.
- Attended 05th National Seminar on **"Leveraging Design Thinking for Introducing Innovative Information Services"** held at JK Lakshmipat University, Jaipur in association with RTLA on 17th February, 2019.
- Participated as a Coordinator for the **"Induction Training Programme for Vocational Trainers"** of Rajasthan Council of School Education (RCSE), at BSDU, Jaipur from 28th January, to 01st February, 2019.
- Attended 4th National Seminar on **"Emerging and Innovative Technology Applications in Libraries and Information Centers"** held at Rajasthan College of Engineering for Women, Jaipur in association with RTLA on 03rd December, 2017.
- Participated in **"Hand–A–Thon"** of Human Chain to Promote Right to Education organised by Abhyutthanam Society, Jaipur on 23rd April, 2017.
- Attended 3rd National Seminar on **"Role of Library Professional in Digital Environment"** held at Ananta Institute of Medical Sciences & Research Centre, Rajsamand in association with RTLA on 04th March, 2017.
- Participated as an active member of organising committee of National Conference on **"Energy, Materials & Communication Systems"** organised by Rajdhani Engineering College, Jaipur in association with IETE, Rajasthan from 16th to 17th March, 2013.

DECLARATION

I hereby declare that the above particulars are true to the best of my knowledge & belief and I promise to abide by all the norms laid down by your esteemed organisation.

Bajrang Lal Choudhary