

Vishnu Kumar Jabdoliya
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3 Years Diploma in Computer Science & Engineering)
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Snapshot

- *To work in a progressive organization in the field of Administration, thus gaining valuable exposure in strategic and operational areas, as well as broadening my perspective and ensuring my professional and personal growth.*

Work Experience: Administration

Organization	**The LNM Institute of Information Technology, Jaipur**
Location	Jaipur
Tenure	18 July 2017 to till date.
Current Designation	**JR. OFFICER**

Key Area:

1. Student Services
2. Establishment
3. Examination
4. Vendor management (Contract Management)
5. Hostel Administration

6. Mess Management

1. Administration:

a. Responsible for ensuring the infrastructure of all 5 hostel buildings of 3000 capacities is operational and with all the equipment working properly
b. Planning of student's accommodation
c. House allotment in campus
d. Preparation for the budgeting of administration and hostels
e. Accountable for making the policies for protocols in campus and hostel
f. Accountable for managing Security, Gardening, Housekeeping and Manpower in the whole institute
g. Travel and Staying arrangement of institute Guests inside and outside of campus
h. Raising requests related to maintenance to maintenance team and monitoring of requests until the completion

a) Managing records of requisitions
b) All matters related to the hostel, mess and shopping areas

2. Establishment

a) Assisting in all matters related to Pay and Services
b) Initiate recruitment process making advertisement, Job Description and publication in News Papers
c) Assisting in Making Departmental Promotional Committee Documents
d) Screening of recruitment application
e) Conducting interviews
f) Issuing Offer Letters, Joining, reliving and Experience certificates

3. Examination:

a) Conduction of examination in both online and Offline mode
b) Making invigilation schdule and room wise distribution of students, attendance etc.
c) Reporting of Unfair means and conducting meeting of Unfair Means

Committee

d) Maintaining of record student's educational documents

4. Vendor management (Contract Management)

a) Responsible for management of compliances of vendors (Housekeeping, Security, Gardening, Manpower, Bus and Mess)

b) Issuing of Notification regarding noncompliance of agreement

c) Management of records of Labour working through outsource

d) Making of agreements of Vendors

e) Making and floating tender documents

Educational Qualification

- M. Tech. **(Powe Systems)** from Rajasthan Technical University in the year 2016 with 60.64%
- B.Tech. **(Electrical)** from Rajasthan Technical University (in the year 2014) with 68.57%
- Diploma in **Computer Science & Engineering** from Birla Technical Training Institute, 2011 with 65.89%

(Vishnu Kumar Jabdoliya)