

RAMAWATAR SWAMI

LAB ASSISTANT

ABOUT ME

To work in a challenging and growth-oriented environment where I can utilize my technical skills and experience to contribute effectively to the organization, while continuing to develop professionally through hands-on experience and further education.

CONTACT

9983116138

ramswamighirdoda@gmail.com

DIDWANA KUCHAMAN
RAJASTHAN

WORK EXPERIENCE

SWAMI KESHWANAND INSTITUTE OF TECHNOLOGY AND MANAGEMENT (Jan 2025 To Present)
LABORATORY ASSISTANT IN INFORMATION TECHNOLOGY
Tasks:

- Lab Maintenance
- Software Installation and Updates
- Monitor Lab Usage
- Manage Network & Internet
- File and Data Management
- Security Monitoring
- Assisting in Practical Classes
- Documentation and Reporting
- User Support

LANGUAGES

- Hindi: Fluent in speaking, reading, and writing.
- English: Good at reading, writing, and understanding; basic speaking ability.

EDUCATION

- MCA (Master of Computer Applications) – Appearing (4th Semester PURSUING)
  [VIVEKANAND GLOBAL UNIVERSITY JAIPUR], Distance Education
- BCA (Bachelor of Computer Applications) – 78% (2020)
  MAHARSHI DAYANAND SARSWATI UNIVERSITY AJMER
- 12th (Senior Secondary) – 85.60% (2017)
  BOARD OF SECONDARY EDUCATION
- 10th (Secondary) – 70.67% (2015)
  BOARD OF SECONDARY EDUCATION

CERTIFICATES

- TALLY, RCSAS EDUCATIONS PRIVATE LIMITED (2024)
  GRADE = A

SKILLS

Technical Skills:

- Computer Hardware Troubleshooting & Maintenance
- Software Installation & Configuration (Windows, MS Office, Antivirus, etc.)
- Network Setup & Basic Administration
- Printer and Peripheral Device Support
- Basic Knowledge of Operating Systems (Windows, Linux)
- Managing Computer Labs and User Support
- Data Backup and Recovery

Soft Skills:

- Problem Solving and Analytical Thinking
- Good Communication
- Time Management and Multitasking
- Team Collaboration and Supportive Attitude Patience

Date :- 14-09-2025

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