SHASHIBHAN SINGH

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Career Objective

To be professionally associated with an estimated organization with an objective to accept the challenge and utilize my experience.

Personal Strength

Human touch, good decision ability, work under pressure and having good team building initiatives.

Experience

(i) Working as **PA-II to Registrar** in Jaypee University of Engineering & Technology, Guna (MP) in the pay scale of 15000-1000-35000 since 01 September 2023 to date.
(ii) Worked as **PA-I to Registrar** in Jaypee University of Engineering & Technology, Guna (MP) in the pay scale of 11000-700-25000 from 01 August 2013 to 31 July 2023.
(iii) Worked as **PA to Registrar** in Jaypee Institute of Engineering & Technology, Guna (MP) in the pay scale of 8000-500-18000 from 01 May 2008 to 31 Jul 2013 (After fitment in next grade).
(iv) Worked as **Sr. Stenographer (PA to Registrar**) in Jaypee Institute of Engineering & Technology (on the role of Jaiprakash Enterprises Ltd.) Guna (MP) from 26 Jul 2006 to 30 Apr 2008.
(v) Worked as **PA to Addl.G.M/Civil (PH)** in IRCON International Ltd. UPSRP-01, Kanpur (UP) from 01 Jul 2005 to 24 Jul 2006.
(vi) Worked as **Stenographer, PA to JGM/Civil** in IRCON International Ltd. KARP, Allahabad from 18 Apr 2001 to 30 Jun 2005.
(vii) Worked as **PA to DGM/Civil (PH)** in IRCON International Ltd. Renukoot, Sonebhadra (UP) from 22 Jun 2000 to 17 Apr 2001.
(viii) Worked as **Sub. Typist** in Hindalco Industries Limited, Renukoot, Sonebhadra (UP) from 07 June 1998 to 31 May 2000.
(ix) Worked as **Stenographer** in IRCON International Ltd. Gurmura, Sonebhadra (UP) from 22 February 1995 to 09 March 1998.
(x) Worked as **Typist** in M/s Gupta Construction Company, Obra, Sonebhadra (UP) from 01 January 1994 to 31 January 1995.
(xi) Worked as **Instructor** in Hill Top Typewriting Institute, Renukoot, Sonebhadra (UP) from 01 Apr 98 to 20 Jun 2000 in **part time**.

Professional Qualifications

(a) PGDHRD from UPRTOU, Allahabad (UP) in 2009 in 1st Division with 64% marks.
(b) Graduation from SSV, Varanasi (UP) in 2007 with 2nd Division with 58%.
(c) Diploma in Computer Application from DIT, Renukoot, Sonebhadra (UP) in 1996 with Grade-A.
(d) Diploma in English Shorthand from HTI, Renukoot, Sonebhadra (UP) in 1995 with 80 WPM.
(e) Diploma in English Typing from HTTI, Renukoot, Sonebhadra (UP) in 1993 with 42 WPM.
(f) Diploma in Hindi Typing from HTTI, Renukoot, Sonebhadra (UP) in 1993 with 35 WPM.

Industrial Training & Project Works

(a) Successfully completed one month Industrial Training & Project Works with Jaiprakash Associates Limited, Guna (MP) from 01 Oct 2009 to 31 Oct 2009 on Human Resource Development.

Personal Details:

Date of Birth	09.02.1975
Father's Name	Late Shri Parikshit Singh
Marital Status	Married
Name of Spouse	Smt. Ranjana Singh
Language known	Hindi & English
Number of Children	Three Daughters
Name & Study Status of Children	Ms Shubhi Singh-B.Tech.3 Year, Riya Singh-B.Tech.2 Year, Aradhya Singh-7th standard
Years of Experience	About 31 Years
Current/Last Organization	JUET Guna, MP (Jaypee Group)
Current / Last Salary Drawn	**Rs.10.34 LPA**
Expected CTC/Hike	**Negotiable**
Notice Period	Three Months (Can join within 1 month)
Reason for jab change	Better opportunity for career growth

Job Highlights

- Coordinate with VC / Deans / Registrar and various departments for admission planning, counseling & registration.
- Good communication skills & excellent knowledge of preparing report / presentation.
- High level skills in problem solving, research, analysis and report writing.
- To assist Registrar in various administrative and academic aspects.
- Regularly resolve complex administrative problems independently.
- Preparing agendas; attending meetings and transcribing correspondence from handwritten notes and prepare MoM.
- Preparing presentation / reports as per University requirement.
- Handling confidential information which would have immediate negative impact to the University operations, performance or value if shared beyond its intended audience.
- Independently handled Management & Administration of transport, accommodation, guest houses, medical centres, deployment of drivers etc.
- Assist to Registrar to ward and watch of 2000 people's residential campus.

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