Curriculum Vitae



Dr. Ashok Kumar Sharma

03, Basant Vihar Colony,
Near poultry Farm, Jamdoli Area,
Agra Road, Jaipur, Pin – 302031
09413489670, 08561996632
E-Mail – ashokraj1976@gmail.com

Qualification

- Ph.D. from The ICFAI University, Jaipur.
  (Area of Research - An analysis of how social media impacts the decision-making process of prospective students in selecting Higher Education Institutions in Rajasthan.)
- M. Sc. (IT) from Punjab Technical University, Jalandhar, Punjab.
- 'O' Level from DOEACC Society New Delhi.
- B. Ed. From Rajasthan University, Jaipur.
- Graduation from Rajasthan University, Jaipur.

Skills

- **Merit certificate received from SDM Sikrai for Excellent Computer Education at the School Level.**

Working Experience (22 years.)

The ICFAI University, Jaipur.

Administrative Officer **December 2011 to till date.**

Job Profile

- **HR Related Work**
  - Prepare and Maintain University Attendance, Leave Sheet & records.
  - To complete joining formalities of new employees and open their personal files.
  - Prepare Final Settlement of leaving employees.
  - Process various Claim Forms like LTA, EEL of eligible employees.
- Member & Office In-Charge of IQAC **(August 2021 to December 2023)**
- Member of Various University Committees like Purchase Committee, Transportation Committee, Convocation Committee, Investigation Committee, Ph.D. Admission Committee etc.
- Assisting to the "**Registrar"** in official work and correspondence. **(Aug. 2020 to till now)**
- Assisting to the "**Dean (IBS)"** in official work and correspondence. **(October 2017 to July 2020)**
- Assisting to the "**Chief Finance Officer**" in Accounts works & official correspondence and other works. **(2016 to September 2017)**
- Assisting to the "**Dean (ITS)**" in official work and official correspondence. **(2013 to 2015)**
- All works related to Examinations like preparation of of Tabulation Register (TR), Grade Sheet and all exam work.

- Allocating infra like Video Conferencing, Seminar Hall, Examination Hall for various activities.
- Supervision of Security, House Keeping, Horticulture, Electricians & Office boys etc.
- Quotation Procurement, Maintenance of Stock Register & Asset Management.
- Coordination of meetings / interviews / cultural events / selection process.
- IBS Admission (PG & UG) – Student visit, Accommodation, Administration and Academic related query (24 X 7 Hour) and Issuance of UG Admission Letters.

Tagore PG Girls College, Vaishali Nagar, Jaipur

Accountant **Dec. 2010 to Nov. 2011.**

Job Profile

- Fee collection & Deposits.
- Routine Office work like Salary Making, Attendance & day to day expenses and Record keeping.
- Handled all relevant accounting work.

Agarwal T. T. College, Sanganeri Gate, Agra Road, Jaipur.

Clerk **Dec. 2007 to Nov. 2010.**

Job Profile

- All Accounts related work (Both Manually & Computerized).
- Attendance & Salary making and all admin. Related work of the college.
- Liasioning with Govt. offices for affiliations and other works.

Registration and Stamp department (Sub Registrar – VIII), Jaipur.

Computer Operator **March 2005 to Sept. 2007.**

APTECH Computer Education.

Computer Faculty **Session 2001- 02 - 2003).**

Job Profile

- Taught Programming in 'C' Language, MS Office & IT to college level students.
  (In **M.S.J. Govt. P.G. College, Bharatpur** (2001-2002) & **Govt. P.G. College, Dausa** (2002-03))
- Also taught Computer at the School Level. (2003-04-2005).



(Ashok Kumar Sharma)