CURRICULAM-VITAE



Rakesh Sharma

Paleda Mode, Khemka Ki Dhani,
Post- Saipura, Teh- Jamwa Ramgarh
Dist- Jaipur (Rajasthan)
PIN No.- 302027,
Mobile No.:-9309396843

➢ Objective :

To be a good human being, a good professional, ready to take challenges with full dedication and responsibility. Looking for a healthy working environment where I have an opportunity to do my best and take the institution to greater heights.

➢ Key Role as an Administrator :

- Maintaining of the staff personal files before the HR Department of ECMS, Leaves records & Staff Attendance and their salary slip.
- Make All type of Notesheets related to the approval from society, payments & draft all type of letters.
- Coordination with Vendors, Parents & Staff.
- Regular checking of school building cleaning & maintenance.
- Dealing with all school related government department for fire NOC, renewal water testing certificate.
- maintain staff leave & attendance record & generate staff monthly salary slip.
- conduct all MMC meeting & keep the minutes of the meeting.
- Manage all school related meetings, events & function organized in school.

➢ Work Done in School duration (2014 to 2024) :

- Recently organized the Maheshwari Samaj first online International Parichay Samelan with Er. Deepak Ji Sarda(Hon.Secretary MPS International)
- Successfully done Maheshwari Samaj Election(2015, 2018 and 2022), School MMC Election, Maheshwari Mahila Parishad and Navyuvak Mandal Election.
- Building construction and Computerized work in ECMS New Project MPS Sanskriti, Banipark, Jaipur.(Jan. 2022 to June, 2022).
- Sole Handling of MPS Sanskriti, Jai Singh Highway Project..
- Involved actively in payment related process Payment Voucher & payment Notesheet, Purchase Order related work to the Vendor. (Building Work)
- Technical work in Shri Maheshwari Samaj Janopayogi Bhawan Abhinandan Election 2021.
- Completion of the service Books of the staff.
- Part of CEC (Central Examination Committee) and home examination (Marks feeding work, coding decoding work and generate report cards)
- Maintenance of the School Server, Network & Computer Hardware. Install New senior Lab, language lab and primary lab in MPS International.
- Update School and samaj website.
- Maheshwari Samaj Census Software related Work in Maheshwari Samaj Office.
- Handle the cash counter, maintain in a short time period fees related record (cheque bounce, old fees collection, old Dues and Online fees collection related fees entry etc.) fees collection, contact with parents for fees, resolve the parents fees related issues.
- Assist to Dinesh Ji Kacholia, AO in ECMS office.
- Successfully work in Harmony, Ek Jhalak Event for parents.
- Coordination for online classes in Covid time with the staff and parents.
- Assisted Vice Principal for teachers time table work and proxy work.
- Maintain CCTV cameras and DVRs in school premises.
- CBSE board Registration of Class X and XII students.

➢ Present Role in School :-

- Maintain staff leaves records.
- Admin of ERP Software.
- Look after the admission process and lottery work for the session in 2023-24.
- Made the payment related notesheets, vouchers and purchase order.
- Draft all type letter & approval notesheets.
- Make the extension related notesheets and letters of adhoc and probation staff.
- Regularly checking of school cleaning and building maintenance.
- Generate staff monthly salary slip.
- Personal Files maintenance.

➢ Working Experience:

- Worked as a Coordinator in RNT Educom Pvt. Ltd., Lal Kothi, Jaipur since April 2014 to March 2015.
- Worked as a Coordinator in PARAMOUNT Coaching Centre, at Jaipur Branch since April 2013 to March 2014.
- Worked as an Admission Administrator in Shri Minesh P.G College, Jamwa-Ramgarh, Jaipur since July 2011 to March 2013.
- Worked as a Computer Operator in Oswal Data Processor, Jaipur Nagar Nigam, Jaipur. (2009 to 2011)
- Worked as a Computer Operator in Rajasthan Urban Infrastructure Financial Corporation, Lal Kothi, Jaipur. (2008 to 2009)

➢ Professional Qualification:

- Bachelor Degree in Education (**B.Ed**.) from University of Rajasthan, Jaipur.
- **PGDCA** From Makhanlal Chaturvedi University of Bhopal.
- **ADCA** (Advance Diploma in Computer Application)**.**
- **Advance Microsoft Excel Certificate from Tata Steel in E-learning Program.**

➢ Academic Qualification:

- M.Com. from Vardhaman Mahaveer Open University, Kota. (2014)
- M.Com. (**Economics Analysis and Financial Management**) from University of Rajasthan, Jaipur.(2012)
- B.Com. from University of Rajasthan, Jaipur.(2010)

➢ Areas of Interest

Learning of New Techniques related to IT, Playing & Cooking.

➢ Strength

Hardworking, Analytical Ability, Positive Thinking, Rational Thinking, Scientific Approach, Sincerity, Insatiable Appetite for Learning.

➢ About me

Smart, Confidant with good communication skill, posses friendly nature, positive attitude towards given responsibilities, work hard on given assignment to attain maximum result, can work under stressful conditions.

➢ Personal Profile:

Father's Name	:	*Ramesh Chand Sharma*
Date of Birth	:	*10th August 1989.*
Marital Status	:	M*arried*
Gender	:	*Male*
Fluency	:	*Hindi and English*
Correspondence / Permanent Address	:	*Paleda Mode, Khemka Ki Dhani, Post- Saipura, Th- Jamwa Ramgarh, Jaipur – 302027* *Mob.- 9309396843, 7014573121*
Email Address	:	*rakeshramesh11@gmail.com*

Declaration :

0I hereby declare that the above information furnished is true to the best of my knowledge and belief.

PLACE : JAIPUR **(RAKESH SHARMA)**