Curriculum Vitae

Personal Profile: -

1.	Name of Applicant	**RAJESH KUMAR SAHU** 
2.	Father's Name	KATAHURA PRASAD SAHU
3.	Mother's Name	SIYA BAI SAHU
4.	Spouse's Name	JYOTI SAHU
5.	Date of Birth (Date/Month/Year)	**03/07/1988 (3rd July 1988)**
6.	Social Category	OBC - NCL
7.	Gender	Male
8.	Nationality	Indian
9.	Aadhar No / PAN No.	3960 0154 2970 // DSZPS3796D
10.	E-Mail Id	rajeshsahu3788@gmail.com rjk070122@gmail.com
11.	Mobile Number	**09981532840 / 09424768250**
12.	Address (Current & Permanent)	
	Permanent Address: - H No - 180, VPO - Chansura, Tehsil-Manpur, Dist.-Umaria. (Madhya Pradesh) Pin-484664	**Postal Address: -** S-31, Staff Quarter, IIM Rohtak Campus, Management City, Southern Bypass, Sunaria, Rohtak (Haryana) Pin-124010.

Educational Qualification: -

s.no	Educational Qualification	Study Subjects	Board / University Name	Passing Year	Score /CGPA	Mark in %
1	Post-Graduation (M.C.A.)	Computer Application Subjects.	R.D.V.V, Jabalpur (MP)	2012	3663/5000	**73.26%**
2	Graduation (B.C.A.)	Computer Application Subjects.	M.C.R.P.V, Bhopal (MP)	2009	3727/5000	**74.54%**
3	Higher Secondary (12th)	Biology, Physics Chemistry.	M.P.B.S.E, Bhopal (MP)	2006	327/450	**72.66%**
4	High School (10th)	All Matriculation Subjects.	M.P.B.S.E, Bhopal (MP)	2004	331/500	**66.20%**

Data Analysis / Computer Proficiency certificate –

S.No.	Degree Name	Institution Name	Affiliation with (University Name)	Passing Year	Mark in %
1.	B.C.A.	Harmilap Institute of Computer and Technology, Shahdol	Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal	2009	74.54%
2.	M.C.A.	University Institute of Computer Science & Application, Jabalpur	Rani Durgavati Vishwavidyalaya, Jabalpur (M.P.)	2012	73.26%

Work Experience Details: -

S.No.	Designation	Institution Name	Job Profile & Responsibilities	Period		Total Years
				From	To	
1	Assistant Manager (Systems) (62500/-)	Indian Institute of Management Rohtak, Management City, Southern Bypass, Sunaria, Rohtak (HR)	➢ Assisting for the management of IT Resources of the Institutes. ➢ Performing maintenance related to Computer Hardware and software. ➢ Performing troubleshooting related to network and systems environment. ➢ Performing other IT related tasks as assigned by the reporting authority. ➢ Smart classrooms IT Management.	**01.02.2025**	**11.05.2026 (Till working)**	**1.4 Years**
2.	Project Executive Assistant (48150/-)	International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI), Gurugram (HR)	➢ Online and database work related to PMU Inspire Project. ➢ Manage and generate weekly monthly and annual report and submit it to PMU coordinator and DST. ➢ Preparation of MIS, techno-financial & Summary reports for PMU and DST. ➢ Assist DST officials (Program Officers) for answering Queries and RTIs.	**01.02.2023**	**31.01.2025**	**2.0 Years**
3.	Project Executive Assistant (43800/-)	International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI), Gurugram (HR)	➢ Online and database work related to PMU Inspire Project. ➢ Manage and generate weekly monthly and annual report and submit it to PMU coordinator and DST. ➢ Preparation of MIS, techno-financial & Summary reports for PMU and DST. ➢ Assist DST officials (Program Officers) for answering Queries and RTIs.	**03.11.2016**	**31.01.2023**	**6.3 Years**
4.	Computer Operator (9000/-)	Dr. Himanshu Gupta Physiotherapy Center, Jabalpur (M.P.)	➢ Online and database work related to hospital and Nursing college. ➢ College works like filling student registration, admission and exam form and scholarship form. ➢ Hospital works like doing all online registration and official work related to ➢ Patent and hospital.	**15.07.2016**	**28.10.2016**	**3.5 Months**

Significant Achievements / Awards:

- ✓ In 2025, at IIM Rohtak, I received the 1st Prize in the Quiz Competition and the 2nd Prize in the English to Hindi Translation Competition on the occasion of National Hindi Day Celebration.
- ✓ In 2025, at IIM Rohtak, I received the 3rd Prize in the "Run for Unity" Competition (5KM Mini Marathon) on the occasion of the National Unity Day Celebration.
- ✓ In 2022, 2023, and 2024, at ARCI Gurugram Unit, I received the 1st Prize in the Hindi Essay Writing Competition on the occasion of National Hindi Day Celebration.

Languages Known:

Language Name	Read	Write	Speak
Hindi	Yes	Yes	Yes
English	Yes	Yes	Yes

Reference Details:

S.no.	Name	Designation	Address	Mobile No	Email ID
1	Ms. Tamanna Arora	Scientist-C, Program Officer	DST - INSPIRE Division, Technology Bhavan, New Mehrauli Road, New Delhi	8587803828	tamanna.arora@gov.in
2	Dr. Kamlesh Kumar Pandey	Assistant Professor	Department of Vocational Education, IGNTU University, Amarkantak (MP)	7509341899	kamlesh.pandey@igntu.ac.in
3	Mr. Govind Prajapati	Programmer	ITRC, Indian Institute of Management, Sunaria, Rohtak (Haryana)	9727658829	govindoza461@gmail.com

Declaration:

I hereby declare that I fulfil the eligibility condition mentioned in the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage of not satisfying the eligibility conditions mentioned in the advertisement, my candidature will liable to be cancelled / terminated.



Date: - 11.05.2026.

Place: - Rohtak (Haryana)

Name- **Rajesh Kumar Sahu**

Mob No**: +91-9981532840**

Email - **rajeshsahu3788@gmail.com**

Details of Other Qualification & Training Programs attended: -

- Data Entry Operator Course from the C.R.I.S.P. Bhopal (MP) from 08.10.2015 to 14.01.2016.
- CPCA (Tally) course from the Nicetech Shahdol (MP) from 05.02.2008 to 04.03.2008.
- Three months Live Project Certificate on 'PHP/MYSQL' from Vertapp Infosystem Pvt. Ltd. Jabalpur (MP)
- Three-days International Workshop on "Statistical Data Analysis & Interpretation using R-programming and MS Excel" organized by Dept. of Research & Publications, A2Z Edu Learning Hub (Kerala).
- Three-days International Workshop on "Fundamentals of AI & Data Science" organized by Dept. of Research & Publications, A2Z Edu Learning Hub (Kerala).
- Three-days International Webinar on "National Education Policy - 2020" organized Dept. of Botany, DPG Degree College, Gurugram, in association with A2Z Edu Learning Hub.
- Participated at NEP-2022, Vocational Education and Skill Training "A Roadmap to Viksit Bharat @ 2047" program which was organized by Dept. of Vocational Education, IGNTU, Amarkantak (MP).

About Current Working Details and responsibility: -

Currently, I am working at IIM Rohtak, in ITRC Dept. for supporting and managing the DPM Programme office and IT Supporter for the PGP smart classrooms smoothly operations.

My Job Responsibilities in IT Dept. as Assistant Manager (Systems): -

1. Data Management Optimization.
2. User Support and Training.
3. Software Implementation and Upgrades.
4. IT Projects and Procurement Planning.
5. Security, Compliance and Risk Management.
6. Vendor and Contract Management.
7. Payment and PBG Processing
8. Documentation and Reporting.
9. Provide IT support to all Staffs and Faculty of the Institute.

My Job Responsibilities in DPM Programme as DPM In-charge: -

1. Program Administration and Coordination.
2. Student Support and Engagement.
3. Program Communication reg. Admissions and Marketing.
4. Collaboration with Other Departments.
5. Academic & Faculty Support.
6. Research and Data Management.
7. Financial and Budgetary Support.
8. Continuous Program Improvement.

