

Ramawatar Swami

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SUMMARY

Career Objective

Motivated and technically skilled MCA student with experience as a Technical Assistant in a private university, seeking the position of **Technical Assistant at LNMIIT**. Eager to contribute my knowledge of IT support, system maintenance, laboratory management, and technical coordination while supporting academic and institutional activities.

Technical Experience

Laboratory Assistant- IT | SKIT College Rajasthan **JAN 2025 -13 july 2026**

Technical Assistant -CSE | Poornima University **July 2026- Present**

- Assisted students in computer laboratory practicals and programming sessions.
- Provided technical support and troubleshooting assistance for software and system-related issues.
- Coordinated laboratory activities and maintained smooth functioning of computer systems.
- Guided students in programming concepts, debugging, and software tool usage.
- Assisted faculty members in academic coordination, practical examinations, and lab management.
- Maintained discipline and ensured proper utilization of laboratory resources.
- Supported departmental technical and administrative activities.

EDUCATIONAL QUALIFICATIONS

Master of Computer Applications (MCA)
Vivekanand Global University Jaipur
Rajasthan
Feb. 2024 - MAR. 2026

- CGPA: 8.06

- Coursework: Operating System | Database Management System (DBMS) | Computer Networks | Data Structures & Algorithms | Object Oriented Programming (C++ / Java) | Software Engineering | Web Technologies | Python Programming

Bachelor of Computer Applications (BCA) **July 2018 - June 2020**
MDS University Ajmer Rajasthan

- Percentage=78%
- Focus: Data Structures, Operating Systems, Web Development

Higher Secondary (Arts Stream) **2017**
Sarswati Shikshan Shatshan ,
didwana-kuchaman

Percentage=85.60%

TECHNICAL SKILLS

Programming & Technical Skills

- C, C++, Java, Python
- SQL & MySQL
- HTML, CSS, JavaScript
- Operating System Concepts
- Computer Networks
- Data Structures

IT Support & Administration

- Technical Troubleshooting
- System Handling & Lab Management
- Software Installation & Configuration
- User Support & Technical Guidance
- Documentation & Reporting

Software & Tools

- MS Office Suite
- Visual Studio Code
- Eclipse
- NetBeans
- Turbo C

Operating Systems

- Windows
- Linux Basics

KEY STRENGTHS

- Technical Problem Solving
- Communication & Coordination
- Teamwork & Leadership
- Quick Learning Ability
- Student & User Support
- Time Management

Laboratory & System Management

- Programming Languages: C, C++, Java, Python
- Database Management: SQL, MySQL, Database Management System Concepts
- Core Subjects: Operating System, Computer Networks, Data Structures
- Web Technologies: HTML, CSS, JavaScript
- Software Tools: MS Office, Visual Studio Code, Turbo C, Eclipse/NetBeans
- Technical Skills: Programming, Debugging, Lab Management, Student Guidance
- Operating Systems: Windows, Linux Basics

CONFERENCES & WORKSHOPS

"Next- Gen Office Skills: Smarter Administration with AI Tools" | April 2026

- Participated in a 5-day workshop focused on modern office administration and productivity enhancement using AI tools.
- Learned the use of AI-based tools for documentation, communication, data handling, and smart administrative tasks.
- Gained knowledge of digital productivity, automation techniques, and technology-driven office management practices.
- Improved technical and professional skills related to academic and administrative work environments.

National Workshop on "Practical Cybersecurity Awareness & Cybercrimes: Safeguarding Technical Instructions from Frauds,Scams, and Digital Threats" SKIT College Jaipur Rajasthan | May 2026

- Participated in a national-level workshop focused on cybersecurity awareness and protection against digital threats.
- Gained knowledge about cybercrimes, online frauds, scams, phishing attacks, and data security practices.
- Learned basic cybersecurity measures and safe digital practices for educational and technical environments.
- Enhanced understanding of cyber safety, digital privacy, and secure online communication.

ACHIEVEMENTS & AWARDS

- Secured 8.06 CGPA in MCA.
- Working experience in technical assistance and laboratory management.
- Guided students in programming practicals and technical activities.
- Participated in AI tools and cybersecurity workshops.
- Active participation in academic and technical events.

DECLARATION

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



Date: 17 June 2026
Place: **Jaipur**

Ramawatar Swami