SUNIL KUMAR PRADHAN
Mobile: 9810950752
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Current Address: Hanuman nager
Lakshmangarh , Dist - Sikar (Rajasthan)
Pin Code - 332311

CAREER OBJECTIVE

To build a career in a teaching profession to help and motivate students in achieving their goals through my best knowledge and efforts.

CORE COMPETENCIES

- Hard Working
- Hardware Knowledge
- Sincerity
- Ms-Office

PROFESSIONAL EXPERIENCE

1. **I am Workig with Mody University of Science and Technology. (July 2024 – till date).**

    - **School of Engineering and Technology**.
    - **Lab Technician CSE (Computer Science and Engineering).**
    - Hardware and Equipment Management
    - Software and Licensing
    - Lab Scheduling and Access.
    - Student and Faculty Use Tracking
    - Maintenance and Upgrades

2. **ERP (Enterprise Resource Planning)**

    - **Student Information System (SIS):** Manages student records, attendance, course registration, and schedules.

3. **Mid-Term Exam Planning**

    - Room & Seating Arrangement
    - Assign rooms based on capacity.
    - Maintain proper spacing (to prevent cheating).
    - Prepare seating plan (roll number wise).
    - Attendance sheets

4. **Working with Plada Infotech Services Pvt ltd.(31 Aug 2016 – 25 Nov 2021)**

- It generates analytical reports.
- It allows real – time performance reports.
- It aids the work allocation process.
- Data collection.
- Improve company reporting.

Roles & Responsibilities:

- Analyze problems and discover the best ways to slove them.
- Develop and implement strategies to achieve organizational goals
- Communicate clearly to superiors and give understandable instruction to subordinates
- Allocate resources effectively to each organizational goals
- Lead and motivate teams to promote efficiency and effectiveness

PROFESSIONAL & EDUCATIONAL QUALIFICATIONS

- MCA from University of Pune (2014).
- BCA from Indira Gandhi National Open University, St. Xavier-Patna (2010).
- IT Knowledge:

  - Operation System: Windows XP, Windows 7, 10 , 13.
  - MS-Office (Word, Excel, Power point)
  - C , C++

OTHER INFORMATION

- Language known: English, Hindi.
- Hobby: Travelling & watching movies.

PERSONAL DETAILS

Name	:	SUNIL KUMAR PRADHAN
Date of birth	:	27 March1986
Gender	:	Male
Marital Status	:	Married
Religion	:	Hindu

Declaration: I hereby declare that all the above information is true to the best of my knowledge.

Place :- ----------

Date :- **Signature**