CURRICULUM VITAE

SUJEET SUMAN

AMBEKAR NAGAR
BEHIND REFUZEE COLONY BARMASIA
DEOGHAR, JHARKHAND (PIN-814112)
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Objective

Experienced IT professional with a background in computer operations, programming (C, C++, JAVA), and academic coordination. Seeking a position at Computer Point & IGNOU Regional Centre where I can leverage my 15 years of experience in teaching (5 years), IT and coordination to contribute to the success of the team and projects (12 years).

Work Experience

1. **IT Cell/Senior Technical - Durga Soren University**
   Deoghar, Jharkhand.

   04 September 2023 – 03 October 2025

   - **Technical Support**: Provided comprehensive technical assistance to both faculty and students, ensuring smooth IT operations during examinations, online classes, and administrative processes.
   - **System Administration**: Managed and maintained IT infrastructure, including hardware and software troubleshooting, system updates, and network configuration.
   - **Data Management**: Organized and updated student records, examination results, and other academic data, ensuring accuracy and security within the university's database systems.
   - **Examination Coordination**: Assisted in the preparation, distribution, and management of examination materials, including the setup of online exams and technical support during examination periods.
   - **IT Training**: Provided IT training and support for administrative staff, assisting them with the use of new software tools and university systems.

- **Software Installation & Maintenance**: Installed and maintained software programs essential for university operations, ensuring they are up to date and fully functional.
- **Event Organization**: Assisted in organizing official events and conferences, coordinating logistics, and ensuring smooth execution of all functions.
- **Report Preparation**: Assisted in the preparation of detailed reports and presentations for senior management, including data compilation and analysis.
- Analyzing yearly spending patterns for all cost centers to identify areas of improvement.
- Coordinating with vendors for maintaining project timeline as per schedule & finance dept. for timely payment to vendors.

2. Junior Assistant (Technical) - Regional Centre (JAT RC)
IGNOU Regional Centre, Deoghar, Jharkhand.

24 September 2013 – 01 September 2023

- **Technical Support**: Provided comprehensive technical assistance to both faculty and students, ensuring smooth IT operations during examinations, online classes, and administrative processes.
- **System Administration**: Managed and maintained IT infrastructure, including hardware and software troubleshooting, system updates, and network configuration.
- **Data Management**: Organized and updated student records, examination results, and other academic data, ensuring accuracy and security within the university's database systems.
- **Examination Coordination**: Assisted in the preparation, distribution, and management of examination materials, including the setup of online exams and technical support during examination periods.
- **IT Training**: Provided IT training and support for administrative staff, assisting them with the use of new software tools and university systems.
- **Software Installation & Maintenance**: Installed and maintained software programs essential for university operations, ensuring they are up to date and fully functional.
- **Event Organization**: Assisted in organizing official events and conferences, coordinating logistics, and ensuring smooth execution of all functions.
- **Report Preparation**: Assisted in the preparation of detailed reports and presentations for senior management, including data compilation and analysis.

- **Liaison with Departments**: Acted as a point of contact between senior staff and other departments, ensuring clear communication and timely follow-up on tasks.
- Creating & placing Manpower contracts in GeM Portal after negotiations with appropriate vendors concerning capital expense requirements for IGNOU Regional Centre in Deoghar, Jharkhand, India.
- Creating & placing purchase contracts in GeM Portal after negotiations with appropriate vendors concerning capital expense requirements of office equipments papers, printer inks, and other computer parts for IGNOU Regional Centre in Deoghar, Jharkhand, India.
- Analyzing yearly spending patterns for all cost centers to identify areas of improvement.
- Coordinating with vendors for maintaining project timeline as per schedule & finance dept. for timely payment to vendors.
- Providing responsive, high-quality service to vendors, stake holders with accurate up to date information in a courteous, efficient & timely manner.

3. LCC under affiliation of VCSM, Deoghar, Jharkhand

Theory, Lab Coordinator and Faculty (C, C++, JAVA)

28 June 2010 – 23 September 2013

- Delivered lectures and practical sessions on programming languages including C, C++, and JAVA.

4. Computer Point, Deoghar, Jharkhand

Theory, Lab Coordinator and Faculty

01 December 2007 – 23 June 2010

- Taught computer basics, programming, and IT-related subjects.
- Managed lab schedules and provided technical support for lab sessions.
- Practical sessions on programming languages including C, C++, and JAVA.

Education

1. **Master in Computer Application**
   IGNOU, 2024.
2. **Post Graduate Diploma in Computer Application**
   IGNOU, 2021.
3. **Bachelor in Science (Physics)**
   IGNOU, 2013.
4. **Intermediate (Science)**
   Jharkhand Academic Council, 2007
5. **Matriculation**
   Jharkhand Academic Council, 2005

Skills

- **Programming Languages**: C, C++, JAVA.
- **Software**: MS Office Suite, Database Management Systems.
- **Operating Systems**: Windows, Linux.
- **Technical Skills**: IT support, Troubleshooting, Database Management, Office Automation.
- **Soft Skills**: Team Collaboration, Communication, Training & Development, Problem Solving.

Projects & Achievements

- **Developed and Implemented** lab schedules and academic curriculum for IT courses at Alpha Plush and Brain Ware.
- **Facilitated** training programs at Co-operative Training Centre, ensuring 100+ participants successfully completed their course.
- **Managed** the digitalization of student records and documentation processes at IGNOU Regional Centre.

Personal Information

Father's Name	: Late Suresh Prasad Verma
Mother's Name	: Parwati Verma
Date of birth	: Jan 15, 1988
Marriage Certification	: Single.
Sex	: Male.
Nationality	: Indian.
Languages Known	: Hindi, English.
Hobbies	: Reading, Listening newspapers, Listening old music.

Declaration

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

Date : 25.07.2026



Place : Niwai **(SUJEET SUMAN)**